

# Wyandotte County District Court – Division 10

## Guidelines for court hearings on Zoom

### **ADVANCE PREPARATION**

- Each participant will need a device with a microphone and camera, with internet access on the same device.
- All participants must have video and sound turned on in their Zoom settings
- Participants should attempt to provide adequate lighting and sound for the judge to clearly see and hear them.
- Participants are encouraged to test Zoom before the hearing, including downloading the app at least one day before the hearing if using a tablet or phone.
- Turn off all notifications on device being used for the hearing.

### **SCHEDULING**

- The judge will serve as meeting host.
- Participants must request the permission of the judge to join so the judge may protect against security concerns such as hacking.
- The judge's administrative assistant will schedule the meeting and send an email invitation to counsel that includes the meeting link, meeting ID and password. Counsel should provide their preferred email.
- Whenever possible, no more than two attorneys for a party should appear.
- The judge's administrative assistant will coordinate with the assigned court reporter.

### **COUNSEL RESPONSIBILITIES**

- Counsel will provide the emails for clients and witnesses to administrative assistant 7 days before hearing.
- Counsel should prep their clients and witness by phone before the hearing to conduct Zoom rehearsals and explain the hearing protocol.
- At least two days before hearing: Counsel must provide the judge all anticipated exhibits by email.

### **THE HEARING**

- Participants will be placed in a waiting room when they join the meeting. The meeting host will admit participants individually from the waiting room.
- All participants must have video and sound turned on in their Zoom settings.
- The judge will remind all participants of the protocol at the start of the hearing.
- Each participant will speak only when called on by the judge.
- Each participant should ensure there are not distraction during the hearing.
- The judge will ensure the reporter can see and hear clearly before calling the case. The reporter will begin taking the record once instructed by the judge.
- The judge will call the case and call on each party individually to enter their appearance and their geographical location.
- Each party shall designate a lead counsel who will speak during the hearing (other counsel may participate, but only one may speak to avoid confusion).
- The judge will announce when the hearing is adjourned, instruct the court reporter to go off the record, and end the Zoom meeting.

### **INTEGRITY OF THE PROCEEDINGS**

- The meeting will be password protected.
- The waiting-room function will be utilized to manage attendance.
- The meeting link, meeting ID, and meeting password will be provided only to those with the judge's permission to join.
- The judge may use the mute function for any participant who disrupts the proceeding.
- The judge and the judge's administrative assistant will protect their Zoom accounts against internet security issues by frequently updating their password, meeting ID and host key.