

**COVID 19 INSTRUCTIONS FOR
VIDEO OR TELEPHONE HEARINGS AND TRIALS
AND
INSTRUCTIONS FOR INTRODUCING EVIDENCE DURING
HEARINGS AND TRIALS**

All hearings are now being conducted by video or telephone conference via Microsoft TEAMS.

The party scheduling the hearing shall be responsible for including in the Notice of Hearing the names and email addresses for all parties, including pro-se parties, witnesses and the court reporter who will be attending the hearing.

Once the Notice of Hearing has been filed, the JA will set up the video or telephone conference and the parties, witnesses and court reporter will receive an invitation to the video conference hearing. Do not forget to accept the invitation to the video or telephone conference, otherwise you will not be participating in the hearing.

You must download the program to your computer or the app to your phone for video or telephone hearings and trials. Use this link to download the app to your computer <https://teams.microsoft.com/downloads>. Once the app is downloaded and installed on your device, simply use the Teams link in the invitation email to join the meeting.

You will need to have a computer with a built in or external video camera and a microphone. Headsets or earbuds with a microphone may be used as well. Have the speaker and microphone you are using come from one source during the hearing. All other electronic devices must be turned off.

You must be in a quiet room during the hearing. Please test your system prior to the hearing. Do not wait until the day of the hearing to do so.

Witnesses must have a proper form of ID available.

You can use your mobile phone. You must download a Microsoft TEAMS App for your Android phone via Google Play or for your Iphone via iOS App Store. When calling in by Mobile phone, there should be an option to allow video/camera. Your camera should then be on along with audio. In the Settings, you will need to allow the camera.

INSTRUCTIONS FOR INTRODUCING EVIDENCE DURING HEARINGS OR TRIALS

All documents that a party will seek to admit into evidence must be marked for identification purposes. Two complete copies are needed: one copy is for the Judge and one copy is for the Clerk. Both copies of the documents must be delivered to the Clerk's Office and addressed to Ms. Frankie Whitehorn, Team Leader of Court Appearances and Judicial Service, no less than 72 hours before the hearing or trial. Please attach a cover letter, including the case number, style and date of hearing or trial.

If you choose to mail your evidence, please be sure to take mailing time into consideration as documents not received 72 hours prior to the trial or hearing will be deemed untimely and may not be admissible. All legal memoranda and case law that a party will rely upon at the hearing or trial must be e-filed in the court file no less than 3 business days before the hearing or trial, with a courtesy copy emailed to the Judicial Assistant. Noncompliance with these instructions may result in the cancellation and rescheduling of the hearing or trial.