

DOUGLAS COUNTY JUVENILE COURT ZOOM HEARING PROTOCOL

Zoom hearings are actual court hearings. Although they look different, they are actual court hearings on the record with the court reporter. To ensure timely and efficient hearings, the following protocol is established:

Attorneys:

- Harrison Calendar Calls for both dependency and delinquent begin at 8:30;
- Nurse Calendar Calls for both dependency and delinquent begin at 8:30;
- Please log into Zoom 10 minutes early;
- Have your clients and caseworkers prepared so that their case can be called at any time during the day of court and possibly the following day;
- Court will be scheduling specific case times immediately following calendar calls. Hearings can start as early as 9:00am;
- Notify your client and/or caseworker to identify themselves on Zoom by their *first name and last name*.

Zoom Protocol:

- Please attempt to use a laptop or desktop first for Zoom hearings; cellphones may be used as a last resort. Cell phones have been experiencing issues logging in;
- Check your device and troubleshoot for any technical issues *before* the hearings begin. Check audio and video (Test microphone, speaker, and camera);
- When signing into Zoom, you will enter the ID number first. The second step asks you to enter your *first and last name* to identify yourself in the meeting; lastly, you will enter the password (examples on following pages)
- Remain on mute until it is your time to speak;
- Attend Zoom hearings in a still and quiet environment. No driving or walking around;
- Keep all background noises and distractions to a minimum. Noises are amplified via microphone, so even light background noise can cause a disturbance. (i.e. fans, vacuum cleaner, TV, people/chatter, etc.);
- Appear on video *at all times* during your hearing;
- If you are using a background screen or image while appearing on video, please use a plain background. (Black, white, blurred or your organization's background is preferred).

Zoom Etiquette:

- Appear on time;
- Dress in acceptable courtroom attire – as if you were attending court in person;
- Rise when the judge enters the courtroom;
- Turn off or silence electronic devices and cell phones not being used for the Zoom hearing;
- Do not interrupt others while they are speaking;
- No food or drinks except water;
- Refer to the Judge as “Judge” or “Your Honor”;
- Direct all concerns and remarks to the bench and not opposing counsel.

This protocol is intended to reflect actual courtroom rules and procedures and will be implemented as such.

Judge Harrison's Zoom Information:

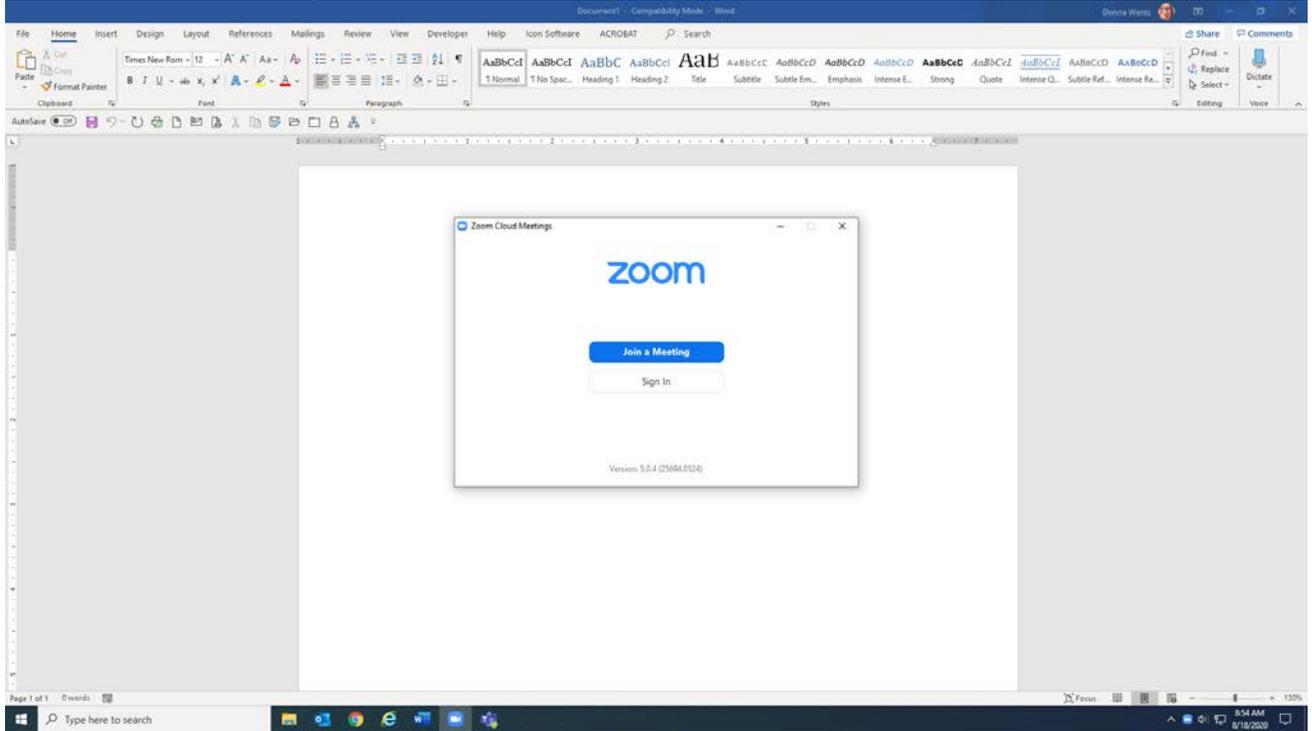
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Password: 209118

Judge Nurse's Zoom Information:

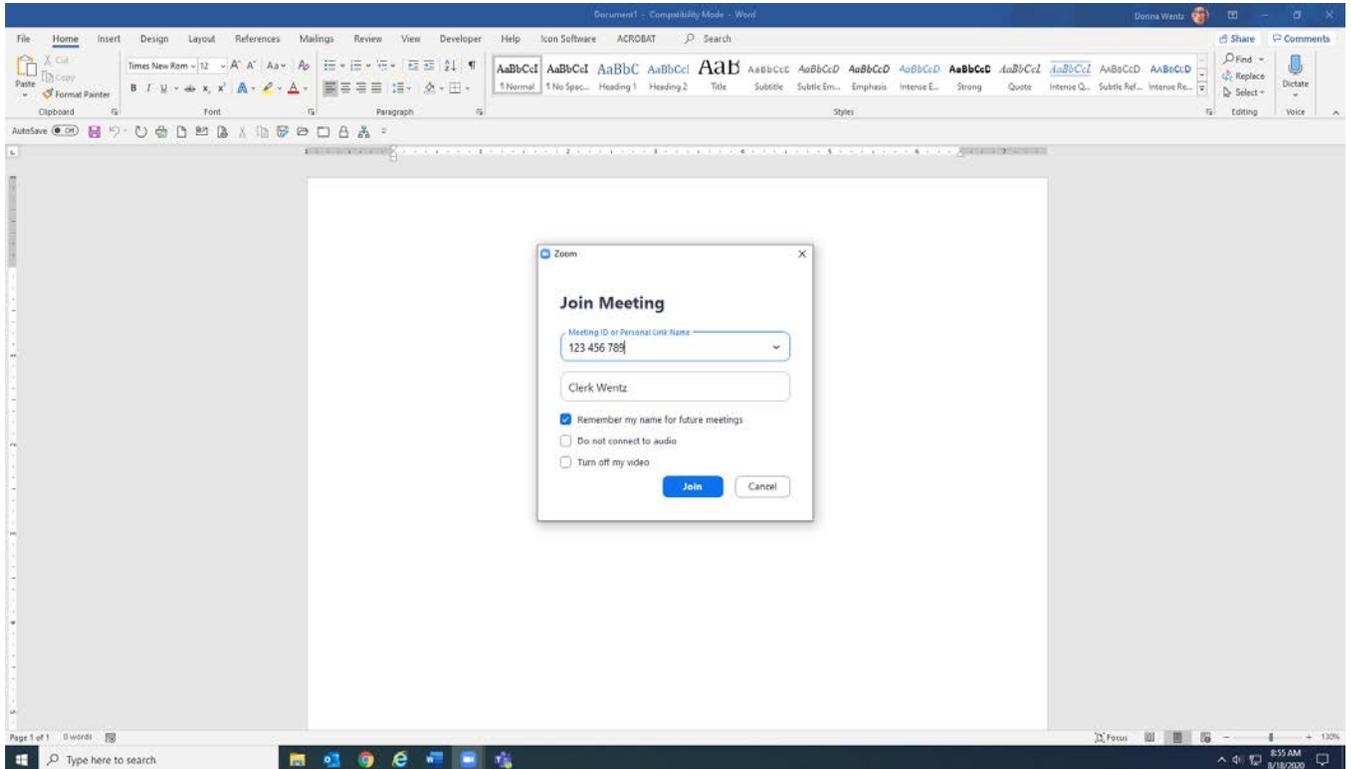
ID: 407 697 1182
Password: 9FxxdU (case sensitive)

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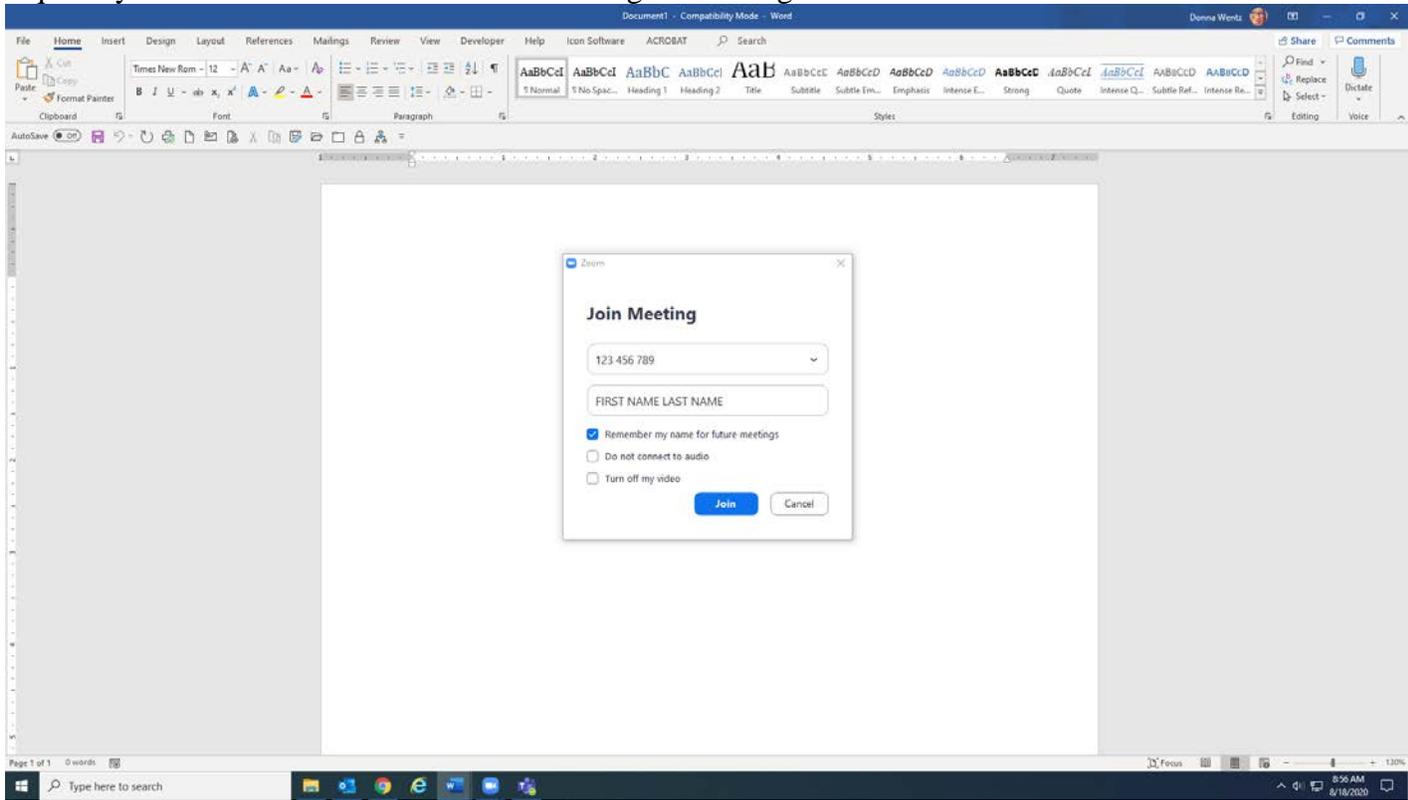
Click on "Join a Meeting"



Enter Meeting ID Number



Next enter your FIRST NAME AND LAST NAME. Do not use nicknames. Click the blue “Join” button. Do not check the second and third boxes. This will disable your audio and video. The Court requires your audio and video be turned on during the hearing.



You will then be in a virtual waiting room. The judge will admit you to the hearing at the right time. Please be patient; you may be here for a while.

