

DIVISION 29 – VIDEO-HEARING/TRIAL PROCEDURES

The Court will be using Microsoft Teams to conduct the Court proceeding. The Court will notify the parties/attorneys of the link that will be utilized for the hearing/trial, prior to the hearing/trial. Hearing/trial participants should click on the meeting link provided in the email at least 5 minutes prior to the time of the hearing/trial and at that time they will be placed in a virtual waiting room until the Judge initiates the hearing/trial. Each party is responsible to provide the video link provided in the hearing/trial conformation email to any witness or court reporter at least two (2) days prior to the hearing/trial.

Participants shall not use the app or any other device to record the video conference, including the audio, pursuant to Ninth Judicial Circuit Administrative Order. A violation of this is subject to a Contempt of Court charge.

EVIDENCE: All evidence must be delivered to chambers by hard copy via U.S. Mail or express mail (no emails), must be tagged with the filled out evidence tag (copy attached) and must be received at least three (3) full business days prior to the hearing/trial date. Each exhibit must have the filled out evidence tag attached as the first page and each exhibit shall be individually combined. A copy must be provided to opposing counsel/party, via email, at least three (3) business days prior to the day of the hearing/trial. Failure to do so will result in the evidence not being admitted at the hearing/trial, and the hearing/trial will not be continued as an attempt of avoiding the exclusion of the evidence.

Memoranda, case law or any other materials on which a party may rely on at a hearing/trial must be delivered to chambers by hard copy U.S. Mail or express mail (no emails) at least three (3) full business days before the hearing/trial, with a copy emailed to opposing counsel/party.

WITNESSES: Each party and any witness whom may testify must have government issued identification in their immediate possession ready to place in front of the camera in order for the Court to be able to place them under oath.

It is the responsibility of the self-represented party (or their attorney if represented) to ensure that their witness(es) have the necessary technology to participate in the remote hearing/trial and, if not, specify requirements for the provision of an affidavit from the party explaining and attesting to the inability for the witness to access such resources and to ensure that witnesses are aware of the protocols contained herein.

Witnesses (including litigants) must be alone, in a quiet place, may not use a virtual background, and the Court may require the Witness to share their surroundings to ensure that these procedures are followed. Only Official Court Reporters may record a proceeding.

The witness must be provided copies of all pre-marked exhibits prior to the hearing/trial.

The witness shall be instructed not to look or refer to any other document or device during his or her testimony.

Counsel and/or self-represented party is responsible for providing these instructions to any witnesses and ensuring their compliance.

COURTROOM DECORUM: All Courtroom decorum rules still apply. Those participating should continue to operate as if they were inside the courthouse. Standards, including decorum, demeanor, and dress code, still apply.

INTERPRETERS: Interpreters are not provided. If you as an attorney, party or witness need the assistance of an interpreter, you must procure an interpreter on your own, notify the other participants and their attorneys (if they are represented) that you will be utilizing an interpreter and the name of that interpreter at the time the hearing/trial is scheduled. Please make sure that they have an official form of identification (such as a driver's license or state identification card) so that they may be sworn in by the Court at the time of the hearing/trial. Interpreters and the individual being assisted must have headsets for interpreting to be simultaneous.

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| PETITIONER Court Exhibits | (CIRCLE ONE) JOINT | RESPONDENT Court Exhibits |
| CASE NO. | | |
| DATE | IDENTIFICATION (letter) | |
| DATE | EXHIBIT # | |
| TIFFANY MOORE RUSSELL ORANGE COUNTY CLERK OF COURTS | | |
| BY | DEPUTY CLERK | |