

## Zoom Videoconference Policies & Procedures for County Criminal Court No. 11

(As of January 1, 2023)

### Zoom Appearance Policies

- Defendants may not appear for court using Zoom without the Judge's prior approval.
- Generally, attorneys may appear via Zoom for cases on the Court's daily docket by emailing the court coordinator a request for the Zoom meeting link. The meeting link should be available each morning at approximately 9:00am.
- Attorneys must appear in person for jury trial settings, contested hearings where an official record of the proceeding is needed, and at any setting for which the Judge has ordered the attorney to appear in person.
- The Court encourages defense attorneys to appear in person when a plea of guilty is anticipated, the defendant is in custody, or the defendant needs to complete paperwork to obtain pretrial intervention/diversion.
- The Court will not consider off-docket matters during the daily Zoom meeting without prior approval. Any request for the Court's consideration of an off-docket matter must be emailed to the Court Coordinator. Opposing counsel should be copied on the email to avoid ex parte communications.

### Zoom Meeting Procedures

- When prompted by Zoom enter your first and last name. The Court may choose not to admit unidentifiable parties into the meeting (e.g. nicknames, device names like "Samsung Galaxy" "Jim's iPad" etc.)
- Upon joining the meeting, all parties will be placed in the virtual waiting room until admitted into the main meeting room by the Court.
- When the Court admits you into the meeting room, please connect to the audio and start your video.
- Please leave your microphone on mute until the Court calls your name or the Court requests that you unmute your device.
- Any recording (by video, audio, or photograph) of the Court's Zoom proceedings is strictly prohibited without the express consent of the presiding judge. A violation of this rule may be enforceable by contempt of court.