

## COVID-19 Zoom Hearing Procedures

Hearings with out-of-custody and/or Defendant's presence waived by counsel are available outside of the plea hearing/bail hearing calendar.

Counsel will use the Zoom app (or zoom.us website) to log into the Felony Division C Virtual Courtroom for Judge Everett.

Meeting ID: **919 5121 5290**

(If technology is unavailable, counsel may contact the JA for telephone-only instructions)

**Counsel should have Defendant and/or witnesses log in SEPARATELY from a separate location.**

- Zoom allows the Host to put the Defendant and Attorney in a "Breakout Room" to hold privileged communications if needed.
- Witnesses can be sequestered in the Zoom "Waiting Room."
- Everyone should remain on mute until their case is called.
- **All exhibits must be sent to the Judge's JA and opposing counsel 48 hours prior to the hearing.** Counsel may use the screen sharing feature of Zoom to show the witness and opposing counsel exhibits if cleared by the Court.
- All persons speaking should **speak toward/into their microphone** to ensure good sound quality. Headphones with microphone are highly encouraged.

Please dress appropriately. Zoom hearings are still court proceedings even if the attorneys and parties are not physically appearing at the courthouse.

(e.g., <https://www.local10.com/news/local/2020/04/13/judge-to-lawyers-please-get-out-of-bed-and-put-on-a-shirt-for-zoom-court-hearings/>)