

## **COVID-19 Zoom Hearing Protocol for Attorneys Appearing Judge Carroll's Virtual Courtroom**

Counsel will use the Zoom app (or zoom.us website) to log into the Judge Carroll's Virtual Courtroom.

Meeting Number: 291 100 4117

Password: 074227

Zoom works best on a computer with a camera and a microphone. If a computer is unavailable, Counsel may contact the JA for telephone-only instructions. Please do not use a speakerphone.

Please ensure your camera and microphone are turned on. Speak into the microphone to ensure the best possible sound quality. We are making a record. Remember to unmute before you speak and mute after you speak. Background noise interferes with the proceeding and prevents making a good record.

Excessive movement by the participant or others in the field of view is distracting should be avoided.

This is a court hearing. As such, all persons appearing by Zoom are expected to dress and behave appropriately. The Court will remove all disruptive persons from the proceeding.

### **Proceedings with witnesses and/or exhibits**

Witnesses must log in (or call in) SEPARATELY and from a separate location.

This allows witnesses to be sequestered in the Zoom "Waiting Room."

If the Defendant and Counsel are in separate locations, Zoom's "Breakout Room" feature can accommodate privileged communications.

Exhibits must be numbered and shared with opposing counsel. Hard copies of exhibits must be sent to the JA no fewer than 48 hours prior to the hearing.

Counsel may use the Zoom screen sharing feature to show the witness and opposing counsel exhibits if cleared by the Court. The Court will provide the clerk with exhibits admitted during the proceeding.