

Guidelines for our Digital Courtroom

Division JK
15th Judicial Circuit
Hon. Carolyn Bell



REMEMBER YOU ARE STILL IN A COURTROOM

Please be sure to:

- Dress appropriately
 - Suits are not necessary, but shirts are!
- Sit in one quiet place
 - No walking around or driving
- Limit disruptions and distractions
 - Try to sit away from pets, children, and other people
 - Turn off televisions, other computers, music, and other background interference
 - Consider using a virtual background



PRIOR TO THE HEARING

- Attorneys and their clients should meet prior to any remote hearing to discuss substantive issues that may arise at the hearing, and to address technical issues any participant may be having. The goal is to have the hearing move along as smoothly as possible.
- Please join any Zoom court hearing at least 10 minutes early to make sure everyone can access Zoom (audio and video) and can resolve any technical difficulties.
- Please make every effort to appear via video and audio. If you expect to testify, the Court will need to see you in order to swear you in.
- Zoom does not work well if more than one device is on in a single room. Please distance yourself accordingly.



DURING THE HEARING

- Please stay on mute throughout the hearing unless you are called upon by the Court.
- When you do speak, identify yourself, and be sure to speak slowly and clearly to ensure that the Court record is complete.
- If you want to speak with someone privately (attorney-client communications or settlement negotiations, for example), you can text on your phone, use the private chat function, or ask the Court to open an unrecorded private breakout room for you.
- Please only use the Everyone chat function if you are having technical difficulties with your audio or video. Please refrain from using emojis in the chat.
- Please remember that only the Court may record these proceedings.



EVIDENCE GUIDELINES

- Please have any potential evidence (documents, images or videos) you wish the Court to consider open and accessible prior to the hearing:
 - Store potential evidence in a folder on your desktop or somewhere else on your computer where you can easily access them.
 - Have all relevant documents open at the time you plan to share them
 - If you have multiple documents to share, choose Share Screen not Share application
 - Hold down the Alt key (⌘ Command key on Mac) next to the spacebar and use the Tab key to toggle through your screens and select the screen you would like to share
- As a backup, please email any evidence you plan on sharing to all the parties and the Court prior to the hearing

