

Carroll County Circuit Court – Guidelines for remote court hearings on Zoom

ADVANCE PREPARATION

- Each participant will need a device with a microphone and camera, with internet access on the same device.
- All participants must have video and sound turned on in their Zoom settings.
- Participants should attempt to provide adequate lighting and sound for the judge to clearly see and hear them.
- Participants are encouraged to test Zoom before the hearing, including downloading the app at least one day before the hearing if using a tablet or phone.

TO JOIN THE REMOTE HEARING

Be sure to join the Zoom hearing at least 10 minutes before the scheduled start time. To join, you will need to access the Zoom remote court session information. This information can be found on the Carroll County website <http://www.carroll-county.net>. Click on the “Judicial” drop down menu and click on the ZOOM CONNECT courtroom you wish to join.

- Enter your name. (Full Name)
- Your name will be shown on the screen during the remote hearing. You must use your FULL name as it appears in your case. If you fail to do so, you may not be admitted into the hearing.
- When your case is ready to be called, you will be allowed entry into the remote hearing from the Waiting Room.
- A message box will appear asking you to “**join with computer audio**” or “**join with internet audio.**” You must select one of the audio options to fully participate in the hearing.

DESIGNATED MEETING ID & PASSWORD

In the alternative, a party seeking to participate in a remote hearing via Zoom can utilize the following designated Meeting ID numbers and Passwords:

- Judge Kane (Courtroom A)
Appear by video: Meeting ID: 388 650 7438
Password: 9As0dB

Appear by phone: 1-312-626-6799
Meeting ID: 388 650 7438 and Password: 682113

- Judge Brinkmeier (Courtroom B)
Appear by video: Meeting ID: 976 309 8369
Password: 412897

Appear by phone: 1-312-626-6799
Meeting ID: 976 309 8369 and Password: 412897

THE REMOTE HEARING

- The judge will serve as the meeting “host.”
- The judge will permit counsel, parties, witnesses, family members, media, and the general public to join the Zoom hearing as participants.
- Participants must request the permission of the judge to join so the judge may protect against security concerns such as hacking.
- Counsel will provide the meeting link, meeting ID, and meeting password to clients and witnesses, but are prohibited from distributing it further.
- Counsel should prep their clients and witnesses by phone before the hearing to conduct Zoom rehearsals and explain the hearing protocol.
- At least two days before hearing: Counsel must provide the judge all anticipated exhibits by email.
- At least one hour before hearing: Counsel must notify the court of the names of all clients and witnesses the judge should expect to join the meeting.
- Participants will be placed in a waiting room when they join the meeting. The meeting host will admit participants individually from the waiting room.
- The judge will administer all oaths.
- The share-screen function may be used by participants to display exhibits, but permission must be requested from the judge during the hearing.

Each participant will speak only when called on by the judge.

CONDUCT DURING REMOTE HEARING

- **You should be dressed as if you were personally appearing in court.**
- Be aware of your background.
- Choose a quiet place to participate in hearing.
- Do not speak over anyone and do not interrupt anyone. Use appropriate language.
- If you don't follow the Court's rules, you may be removed from the remote hearing.

WARNING: Any video recording, audio recording, photographing, taking screenshots, and/or reproducing of the livestream is strictly prohibited. The recording, publishing, broadcasting or other copying or transmission of courtroom proceedings by video, audio, still photography or other means is prohibited and subject to penalties for contempt of court, EXCEPT when done in compliance with a trial court order under extended media coverage.

