

ZOOM VIDEO HEARING GUIDELINES

Honorable Timothy J. Koenig

Sign On.

Participants should sign on five (5) minutes before the start of the hearing and wait in the waiting room for the Judge. Proceedings with testimony must have video and audio capability. The Court is using ZOOM and will “host” the hearing. The Court will provide counsel with the meeting ID for their clients and witnesses to attend the hearing. The Court will sequester witnesses by not admitting them from “waiting room” until they are called to testify. Please advise clients and witnesses to properly note their name on their device so the Court may identify them for entry into the hearing.

What documents need to be produced when and by what means.

At least three (3) days prior to the scheduled hearing, the exhibits each side intends to introduce must be exchanged. The evidence must be marked appropriately with the party designation and letter for identification. If the exhibit is stipulated, please label it with the party designation and a number. The Clerk will provide the label format for marking the exhibits via email or actual labels may be picked up. Please deliver the marked original exhibits to the Court prior to the Zoom hearing. Ideally, an exhibit list will be helpful to the Clerk during the Court proceeding.

How evidence will be presented and admitted.

The parties must confer telephonically or via videoconference and stipulate to the admission of exhibits in advance. Any objectionable exhibits will be addressed in advance of the scheduled hearing, either at a pre-trial conference or by written motion in advance.

The Zoom option of SHARE SCREEN allows for the presentation of a document or video. Prior to your scheduled hearing, please ensure that you are able to use SHARE SCREEN for identification and introduction into evidence of your exhibits.

How testimony of the parties and witnesses will take place.

Counsel will provide the Zoom Meeting ID to their respective witnesses. The Court, as the host, controls who will enter the hearing and will admit the witnesses as called for testimony from the WAITING ROOM, another feature on Zoom.

How arrangements can be made for the participation of a court reporter.

The Court Reporter may appear via Zoom. Hearings may not be recorded via Zoom, the court will record those hearings, as required by law, with the Court’s recording equipment. Counsel shall arrange for their court reporter to appear via Zoom.

What options will be provided, if any, for private communications to be conducted during the hearing between attorneys and parties.

There is an option for a breakout room which would allow the attorney and party to communicate privately upon request to the Court.