

## **EXPECTATIONS FROM THE COURT REGARDING VIRTUAL PROCEEDINGS**

1. It is counsel's obligation to provide the virtual proceeding access information to their client and any witnesses they intend to call to testify. If a party is unrepresented by an attorney, that party has the obligation to provide the virtual proceeding access information to their intended witnesses.
2. **Dissemination of the virtual proceeding access information to anyone beyond counsel of record, a named party, or intended witness, without express permission from the Court is strictly prohibited.**
3. All attorneys, parties, and witnesses shall be appropriately attired as if they were in-person in the courtroom. Unless previously authorized by the Court, they shall appear from a location where they are isolated from outside influence or interruption. **No other individuals may be present in the room where the attorney, party, witness is located, unless previously authorized by the Court.**
4. All attorneys, parties, and witnesses shall appear utilizing a **secure** and **stable** internet connection. Their access device shall be equipped with a working camera and microphone of sufficient quality to allow all participants to **hear and see** the user.
5. All exhibits intended to be utilized/introduced during the proceeding shall be reduced to an electronic and unalterable format (.pdf, etc) and submitted to the Court and opposing counsel/party at least five (5) days in advance of the proceeding. **They shall be pre-marked with exhibit labels (prior to conversion to electronic format) and shall include "Plaintiff" or "Defendant" and the corresponding number/letter.**
6. No participant shall access a secondary mobile device or computer during the proceedings without authorization from the Court.
7. Recording of the virtual proceeding by any attorney, party, witness, or other individual is strictly prohibited.
8. The Court reserves the right to terminate a virtual proceeding at any time and/or continue the proceeding generally pending an in-person hearing. Such reasons include, but are not limited to: non-compliance with these expectations, technological difficulties, and due process concerns.