JUDGE WALKER'S ZOOM PROCEDURES
(Updated July 1, 2021)

Our Circuit has adopted the Zoom platform to conduct remote hearings. Judge Walker's office is currently using this platform for remote **evidentiary** hearings and non-jury trials, only. Non-evidentiary hearings will generally be conducted via telephone, but may be available via zoom upon request. When the hearing is conducted via Zoom, the Court will be hosting the hearing and there is no cost to any participant. You will need a computer with a web cam and microphone (preferred) or a tablet with Internet access the Zoom application. You can download the application and register for a free account at www.zoom.us.

PLEASE NOTE: THE GUIDELINES BELOW ARE GENERAL GUIDELINES OFFERED TO PROVIDE THE PARTIES WITH AN OVERVIEW OF HOW A ZOOM HEARING MIGHT WORK. IN EACH INDIVIDUAL CASE, AN ORDER SETTING HEARING, WITH SPECIFIC ZOOM INSTRUCTIONS TO YOUR PARTICULAR CASE WILL BE ENTERED. IF THERE IS A CONFLICT BETWEEN THESE GUIDELINES AND THE ORDER ENTERED IN YOUR CASE, YOU SHOULD FOLLOW THE INSTRUCTIONS CONTAINED IN THE SPECIFIC ORDER ENTERED IN YOUR CASE.

Scheduling an Evidentiary Hearing:

- Email the Judicial Assistant (CallowayC@circuit8.org) to schedule your hearing. **You must inform her that you are requesting a zoom hearing in order for a Zoom hearing to be set up**. You will need to provide the case number, subject of the hearing, amount of time requested, and the names and email addresses of all attorneys and/or parties who will be participating.
- Once a hearing time is scheduled, you will receive a link to a Zoom hearing (in the Order Setting Hearing via Zoom). All parties should use the link to join the hearing prior to the start time. All participants shall enter their full name, when prompted. Participants may be entered into a virtual waiting room, and they will be brought into the hearing when their case is called. Due to high call volume, please expect delays and remain on the line until your case is called.

Presentation of Evidence:

- If you intend to present any evidence or documents to the court at your hearing, you must pre-mark all items for identification (ex. Plaintiff's A,B, C, etc.) and serve a copy to all parties using the e-portal no less than three (3) business days prior to the hearing (or by the date listed in your specific order). If possible, please file all documents in a single submission. If there are any pro se parties involved in your

case, a copy of the pre-marked evidence shall be served on them, via US Mail, no later than ten (10) days prior to the hearing.

- In addition, a PAPER COPY of all pre-marked evidence, from each side, shall be received by the Court no later than the deadline contained in your specific order. This packet will be used by the Court to stamp the official evidence as it is entered at the hearing/trial. If these documents are not timely received, they may not be considered as evidence in your case.
- Please confer with all parties prior to the hearing to determine whether there are any stipulations as to the admissibility of evidence.

Appearance of Witnesses and Parties:

- The attorney or party requesting that third parties attend the hearing will be responsible for sharing the Zoom hearing information with that third party and for making arrangements for their appearance. This includes witnesses, court reporters, etc. The court will not be able to call parties to include them in the hearing. The Zoom hearing information shall be provided only to third parties who are anticipated to participate in the hearing and **shall NOT be publicly published.**
- Each party will need to provide the court with a list of all parties, witnesses, etc. who the party expects to participate in the Zoom hearing, no less than three (3) business days prior to the hearing. This information shall be provided via email to CallowayC@circuit8.org.
- You must also email the judicial assistant (and cc the other side) with a copy of the driver's license of each witness who you may call to testify. The driver's license number (except the last 4 digits) may be redacted. The month and day of birth (but not the year) may also be redacted. Your specific order will inform you of whether this is required in your case.

Decorum and Attire:

Although the hearing is being conducted virtually, proper courtroom decorum should be maintained. Participants should be in a quiet setting and minimize any external distractions. Be aware of what is behind you and choose a solid neutral wall, if possible. Please dress like you are coming to the courthouse.

Preparation: Preparation and communication are the keys to a successful remote hearing. Counsel, and or the parties, should communicate with each other prior to the hearing and attempt to resolve as many issues as possible outside of court.