



## GUIDELINES TO REMOTE HEARINGS IN THE DISTRICT COURT

June 30, 2020

Pursuant to Rule 3-513.1, the following are guidelines established by the Chief Judge of the District Court in consultation with the State Court Administrator:

1. Zoom for Government is the preferred platform for hosting remote proceedings, although other platforms may be used by the District Court.
2. Any platform used by the District Court must provide for encryption for all remote court proceedings, role-based user security, password protection, and functionality or business practices that offer confidential opportunities for attorneys to speak with clients.
3. All hearings must be recorded by the Judiciary to serve as the official court recording.
4. Any platform used by the District Court must provide for hearings requiring interpreter services either virtually or courts can engage staff interpreters as participants on the remote hearing. Interpreters should be able to join attorneys and clients in confidential consultations as necessary.
5. The public will be given the ability to attend the court proceeding in-person if physical distancing permits or listen to remote hearings by a telephone number provided by the clerk.
6. Additional guidelines and best practices are being developed and these guidelines will be updated.
7. Please contact the court where your hearing is being scheduled for more information regarding the remote hearing processes.
8. Instructional webinars and videos designed to teach users how to effectively use Zoom for Government are provided below.

### **General Zoom Web Conferencing Basics:**

#### **Join a Meeting:**

<https://support.zoom.us/hc/en-us/articles/201362193>

#### **Testing Audio and Video:**

<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

#### **Audio Echo (Feedback):**

<https://support.zoom.us/hc/en-us/articles/202050538-Audio-Echo-In-A-Meeting>

#### **Sharing a Screen/Document through Zoom:**

<https://support.zoom.us/hc/en-us/sections/201740106-Screen-Sharing>

#### **Using Virtual Backgrounds:**

[https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background#h\\_bebf36a4-c1e9-4769-9d3ce0d01457d341](https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background#h_bebf36a4-c1e9-4769-9d3ce0d01457d341)