

It is the Court's expectation that all attorneys appear in person for criminal dockets.

The Court may grant leave to appear remotely for health or public safety reasons.

REMOTE APPEARANCE VIA WEBEX:

1. Attorneys/litigants must be in an office or room with proper lighting.
There should not be any distractions (noise or other things) occurring in the background.
2. Attorneys/litigants must be dressed as if they are appearing in the courtroom in person.
3. Attorneys/litigants must have their camera on when their matter is before the court.
Telephonic appearances will not be allowed without prior approval of the court and will be granted for good cause only.
4. Attorneys/litigants must mute their microphone when not speaking.
5. Attorneys/litigants will be allowed to speak only when prompted by the court.
6. Attorneys/litigants shall not sign off or leave the virtual courtroom until dismissed by the judge.
7. Attorneys are responsible for advising their clients regarding proper courtroom behavior prior to their appearance in court.
8. Working copies of any motion, supporting documents, responses, and proposed orders must be uploaded via e-Filing as required by Local Rules.
9. Attorneys are strongly encouraged to confer with their clients before every hearing to identify, and whenever possible resolve, issues that otherwise may slow their hearing.
10. In the event the parties are not present or prepared when the court calls a case, the court shall, in its sole discretion, determine whether to continue the matter, strike the matter, issue a bench warrant or sanction attorneys.
11. If a party's internet connection is poor and the court is unable to view, hear or understand an attorney or litigant, the case will be reset and all attorney and litigants will be required to appear in person at the next hearing.
12. Any criminal defendant with any active warrant must appear in person.
13. Attorneys appearing via WebEx must appear and check-in with the courtroom clerk at the beginning of the docket to advise
 - (1) that they will be appearing remotely; and
 - (2) if they will be appearing in multiple courtrooms.
15. It is every attorney's obligation to ensure that their client is identified by name on WebEx as opposed to identification by a phone number.

16. Non-participants can view and listen to court proceedings only via the web portal provided for this purpose.
17. The Court shall, in its sole discretion, determine whether good cause exists to require attorneys and litigants to appear in person for any hearing. Good cause includes failure of clients and attorneys to adequately communicate prior to hearings.