

WebEx Protocols

Unless leave from the Court is obtained, attorneys are expected to appear in person. Below are the conditions under which the litigants may appear via WebEx.

Pre-Trial Procedures:

- Before appearing via WebEx, attorneys shall confer with their clients and confirm video capability.
- They must also determine if their client has new charges or outstanding warrants.
- Pro se defendant must confirm video capability prior to appearing via WebEx.
- Participation via cell phone or land line without video must be pre-approved by a judge in advance of a hearing. If not approved, the case shall be continued one week.
- Any defendant with an active warrant or new charges must obtain written/electronic approval to appear via WebEx. Approval in those instances must be 24 hours in advance or the defendant must appear in person.
- Counsel shall confirm their client has been arraigned and if conditions of release have been imposed.
- Attorneys are responsible for their client's compliance with WebEx policies. To include:
 - Confirming sufficient WiFi bandwidth to be heard and to hear the proceedings.
 - The participant is in a quiet and appropriate place free of distractions.
 - The participant is dressed appropriately.
 - The participant shall log in with 15 minutes of the start of the docket. The court, within the discretion of each judge, may lock out participants after the 15-minute grace period.
- Failure to appear by WebEx or failure to hear or be heard by the participant shall result in the hearing being stricken. It shall be in the court's discretion to reset to a new date, issue a bench warrant, or require all future appearances in person.
- Attorneys must pre-file any stipulated continuances, no-contact orders or terminations, waiver of speedy trial by e-filing 48 hours prior to court. Attorneys are not authorized to file documents with the court recorded on the day of the hearing.

Arraignments

- Defendants charged with the following crimes are not eligible for an arraignment via WebEx:
 - Driving Under the Influence/Physical Control;
 - Driving Suspended First Degree;
 - Assault Domestic Violence; and
 - Violation of a DV No Contact Order.
- Approval to appear via WebEx must be obtained 48 hours in advance.
- The Defendant must fill out a Rights Form and Application for Court Appointed Counsel on-line or, download and return those forms, at least 48 hours prior to their hearing or they must show up in person.
- As part of the approval, the defendant must have an email address that can receive a rights form and court appointed attorney application.

- Appearance by cell phone or land line without video capability shall require approval from the judge upon a showing of good cause.
- The above WebEx compliance with conditions shall be required.

Case Resolutions

- All guilty pleas require in-court appearances.
- Stipulated Orders of Continuance may occur via WebEx if signed by the Defendant. It shall be the duty of defense counsel to make a record of the process utilized to ensure their client has reviewed the SOC, it is their client's signature and their client and made a knowing, voluntary, and intelligent decision.