**MEMORANDUM**

TO: Adison County Bar Association

FR: Hon. Alison Arms, Presiding Judge Mahady Courthouse

DT: May 6, 2020

RE: WebEx Instructions for Video Hearings

**Before the hearing**: You will receive an invitation to join a WebEx meeting for the time of the scheduled hearing. Accept the WebEx invitation.

You will also receive an invitation to join a WebEx meeting for a hearing with court staff one week prior to your scheduled hearing to ensure that all parties have access. Failure to do so will result in a denial of use of the WebEx platform; alternative means of visual presentation of evidence such as Skype, Facetime and Zoom are not approved by the CAO and will not be permitted.

If joining on your smartphone or tablet: download the app in advance of the hearing

If joining on your laptop or desktop: make sure your computer has a camera and download WebEx.

**Participating in the hearing by Webex:**

* A couple of minutes before the hearing, click Join Meeting in the calendar appointment or in the email invitation.
* Enter your name and email address.
* When your case is called, the Court will start the hearing by starting the meeting.
* Everyone participating in the hearing must appear by video (computer, tablet or smartphone) even if present in the courtroom. Any requests for exceptions must be received by the Court in writing in advance of the hearing.
* When you join the hearing, you must allow your device to use the video option. You will be muted by the Court until the hearing begins. Those present in the courtroom will remain muted and the volume on their devices must be turned down.
* Hearings will be on the record through the court recording system.
* Witnesses will be called as in any case. *Only witnesses on video will be permitted to testify.*

*Other:*

* *All physical/documentary evidence to be introduced by a party who is not physically present shall be received by the Court and opposing parties and counsel one week in advance of the hearing.*