

NOTICE TO VIRTUAL COURTROOM PARTICIPANTS

You will be admitted shortly to our virtual courtroom.

If you have not already done so, please set your Zoom profile name to your actual name so that we may identify parties and other participants. If here to observe only, you may change your name to "Public".

Please note the following:

1. These court proceedings may be on the record, with a Court Reporter present. All conversations can be heard by all other parties present and may become a part of the official record. The public is also able to view these proceedings by requesting the virtual courtroom meeting ID and password and being admitted by the host into the virtual courtroom hearing.
2. Remember that this is a formal proceeding. You should treat it as if you were present in the physical courtroom.
3. There may be multiple participants in this virtual courtroom proceeding. **If you are not speaking, please mute yourself so that we do not pick up background noise or unwanted audio feedback.** Please take a moment to locate the mute button on your screen. Clicking the microphone will enable you to mute and unmute. If you are unable to unmute yourself, please use the "raise a hand" feature to get the attention of the host.
4. When you want to speak, unmute yourself, if able, and identify yourself. Identify yourself each time we change who is speaking; otherwise, the Court Reporter may have a difficult time determining who is speaking. If you have an objection, state the objection, followed by your name or other identifying title. Wait until questions are completed before announcing an objection. The Court Reporter may interrupt from time to time to clarify who is speaking.
5. When you speak, please make sure that you speak slowly and clearly. **Please do not speak over one another or interrupt one another.**
6. The Court will admit any excluded witnesses into the virtual courtroom from the Waiting Room one at a time. Do not communicate with the witness through any format during the proceeding. Witnesses may not hold any notes or paperwork in their hands while they are testifying.
7. Verbal responses are essential in order for the Court Reporter to take down what the speaker said.
8. **Video or audio recording of this proceeding by any party through any device or format is strictly prohibited.** Use of the Chat feature, except between party and attorney when the party is not on the witness stand or except as otherwise specifically authorized by the Judge, is also strictly prohibited. **Failure to comply with this admonishment may result in the imposition of sanctions or in a finding of contempt.**