

VIDEO HEARING INSTRUCTIONS

If you have been notified that a hearing will be taking place by video, all participants should review the following instructions.

Counsel and unrepresented parties shall be sure that all exhibits are appropriately marked and delivered to the Court no later than the business day prior to the hearing/trial.

All counsel, parties, and witnesses shall make their appearance at the hearing/trial by one of the following means:

Appearing by computer:

1. Be sure that an accurate e-mail address for all counsel and unrepresented parties has been filed with the Court.
2. Prior to the hearing, make sure that your microphone and camera are in working condition and are able to be accessed by the Lifesize website.
3. You will receive an e-mail from Court personnel no later than the business day prior to the hearing. If you have not received the e-mail by that time, please contact the Court. Be sure to check your spam filter for this e-mail.
4. In the e-mail, there is a link to take you to what is termed a “meeting” using the Lifesize program. You can forward the e-mail to client(s), witnesses, or other individuals who want to observe the hearing to utilize. **Counsel are required to either have clients attend with them or to send the necessary attendance information to their clients.**
5. At least five minutes prior to your hearing start time, click on the link.
6. The link will take you to a Lifesize website where you can log on as a guest.
7. A PIN may be required prior to logging into the “meeting”. If required, that PIN number will be provided in the e-mail.

Appearing by mobile phone or tablet:

1. Be sure that an accurate e-mail address for all counsel and unrepresented parties has been filed with the Court.
2. At least one business day prior to the hearing, download the Lifesize Video Conferencing mobile app on the app store for your device. There is no charge for downloading the app.
3. Prior to the hearing, please be sure that your camera and microphone are in working condition and are able to be accessed by the Lifesize app.
4. You will receive an e-mail from Court personnel no later than the business day prior to the hearing. If you have not received the e-mail by that time, please contact the Court. Be sure to check your spam filter for this e-mail.
5. Inside the e-mail, there is a link to take you to what is termed a “meeting” using the

Lifesize program. You can forward the e-mail to client(s), witnesses, or other individuals who want to observe the hearing or “meeting.” **Counsel are required to either have clients attend with them or to send the necessary attendance information to their clients.**

6. At least five minutes prior to your hearing start time, you should click on the link contained in the e-mail.
7. When you click on the link, it should open the app and prepare to call the hearing/”meeting”.
8. Type your name and click join to join the hearing.
9. A PIN may be required prior to logging into the “meeting”. If required, that PIN number will be provided in the e-mail.

To appear by telephone only:

Note: Attorneys, witnesses, and parties may be required to have a video connection to attend the hearing. If you are a party, witness, or attorney and are planning to attend by telephone only, advance permission should be received from the Court.

1. Be sure that an accurate e-mail address for all counsel and unrepresented parties has been filed with the Court.
2. You will receive an e-mail from Court personnel no later than the business day prior to the hearing. If you have not received the e-mail by that time, please contact the Court. Be sure to check your spam filter for this e-mail.
3. Inside the e-mail, there is a telephone number and meeting extension to call at the time of the hearing.
4. Be sure to type in the entire meeting extension, including the # sign.
5. A PIN number to access the hearing may be required. If so, that will also be included in the e-mail.
6. You can forward the e-mail to client(s), witnesses, or other individuals who want to call in to the hearing or “meeting” to utilize. **Counsel are required to either have clients attend with them or to send the necessary attendance information to their clients.**
7. All individuals calling in to the hearing should do so at least five minutes prior to the scheduled hearing time.

Appearing in person:

1. In person attendance of a virtual hearing is not possible.
2. If a party or attorney does not have access to equipment to participate in a virtual hearing, the Court should be contacted two business days prior to the hearing to make arrangements for the party and/or attorney to participate by using a court terminal that is available in the Stone Building in downtown Warren.
3. A party or attorney who believes there is good cause that a hearing be held in person rather than virtually may file a motion with the Court in advance of the hearing detailing the good cause for the conversion.

In addition, all hearing participants and observers shall follow the following guidelines:

1. The individual should sit with their equipment in a quiet location away from background noises including, but not limited to, pets, children, other people, and household noises.
2. The individual should be mindful that the Court will be able to see the background environment.
3. The individual should dress in the same style of clothes that they would wear to an in person court hearing.