

DIVISION 35 INSTRUCTIONS FOR ZOOM CONFERENCE HEARINGS OR TRIALS

Please EMAIL division35@circuit7.org if you would like to participate via Zoom.

Once notified, a Zoom invitation will be generated and parties/attorneys will receive an email invitation containing the Zoom link for the scheduled court hearing.

Attorneys will be responsible for forwarding the invitation to the parties or any necessary witness. Self-represented parties are responsible for forwarding to any necessary witness. Attorneys should advise any party or witness that they should make Zoom available on their computers or electronic devices. A Zoom account is not required to participate; any party or witness can join using the Zoom mobile apps or desktop applications for Windows and Mac. The invitation can be copied, pasted, and sent via text message or the full invitation can be shared via email or by adding it to a calendar invitation.

Invited participants may be held in a Zoom waiting room until their case is ready to be called. At the end of the Zoom hearing, all participants must click on the LEAVE tab to disconnect. **DO NOT CLOSE THE SCREEN USING THE “X” IN THE UPPER RIGHT HAND CORNER.**

For any exhibits or case law, the Attorney or party shall file the exhibits or case law with the Clerk of the Court **at least five (5) business days prior to the hearing.** The exhibits shall be labeled alphabetically. A copy shall be provided **to the opposing side prior to or at the time of filing with the clerk.** Contact one of our court clerks. Either Jill Blair at jblair@clerk.org or Donna Luoma at dluoma@clerk.org. Do not send a courtesy copy to me.