

Rules of Court for Remote Access Courtroom

1. The rules of court remain in effect and litigants/participants should govern themselves accordingly.
 - 1) Cases in the Remote Access Courtroom must be set in advance. Cases will be set as described above, if the division judge determines that a hearing is necessary or if the case is the type of case that requires access to the record (case resolution) or if access to SPIRIT is required (back on track completion/amendment of charges).
 - 2) In Courtroom 5-2, the presiding judge will open the zoom courtroom meeting at 9:30. All parties who have court that day will be admitted into the courtroom zoom meeting. It is an open meeting just as court is open to the public. Therefore, please make sure that your microphone is on mute until your case is called.
 - 3) If the hearing requires the services of an interpreter, please notify the court in advance (in the requesting email) and one will be provided by the court and will appear on the video conference as well.
 - 4) Only the assigned judge, her staff, the clerk and court reporter will be in the physical courtroom. At the end of the calendar, documents will be faxed/scanned/mailed to the parties, if necessary. If the information can be obtained online, no documents will be sent.
 - 5) No attorneys or litigants will be present in courtroom 5-2.

- 6) At least 48 hours prior to the hearing, all documents and/or evidence needs to be e-filed, and a copy scanned and sent directly to the e-mail of the Judicial assistant to the division judge, and to the assistant state attorney or opposing party. If the evidence is not able to be scanned or e-mailed, then contact the judicial assistant with enough time to resolve the issue.
 - a. Counsel shall provide an electronic copy or image to the court and the assigned assistant state attorney of any item of evidence sought to be introduced into evidence forty-eight hours prior to the hearing.
 - b. Self-represented parties are strongly encouraged to contact the judicial assistant assigned to the division judge on his/her case as soon as possible. Self-represented parties should provide an electronic copy by email to the judicial assistant of any physical evidence sought to be introduced at the hearing (including documents or photo images) at least two (2) business days before the hearing. The judicial assistant may be able to assist in sending the copies to the correct parties.
 - c. All contact information for the judicial assistant and the assistant state attorney for each division can be found at the end of this memo.

- 7) If you are unable to connect or having any other technical difficulties on the day of your hearing, please call the Chambers of the presiding judge assigned to hear cases that day in Courtroom 5-2. (See the Zoom Courtroom chart or the confirmation email.)