COUNTY COURT, TELLER COUNTY, COLORADO

DIVISION T

**WEBEX PROCEDURES – TELLER COUNTY COURT DIVISION T -- AMENDED**

Due to the COVID-19 public health crisis, unless otherwise arranged, parties and counsel are hereby advised that your appearance/hearing will take place by audio/visual conferencing through Webex. To join the Division T virtual courtroom via Webex:

⚫Download the free application at Webex.com.

⚫Enter the following meeting information to “**Join Meeting**” shortly before the time you are scheduled to appear on the Webex app:

**Access Code/Meeting Number: 927 308 017.**

⚫You can also join Division T’s Virtual Courtroom at: <https://www.courts.state.co.us/Courts/County/Custom.cfm?County_ID=7&Page_ID=1051>. You may wish to copy and paste the above address to your browser. Click on the “**Join Meeting**” button and enter the Access Code/Meeting Number: **927 308 017**.

⚫If you do not have a device that will support a video connection, you may still participate by audio-only by calling **415-655-0001.** You will be prompted to enter the Access Code/Meeting Number **927 308 017** followed by # and a Participant Code followed by # (or simply press # if you do not have a Participant Code). **You must only use one device to connect to the Webex virtual courtroom. For example, you should not use your computer AND your telephone.**

⚫Enter the information – name and email address (so we know who you are). You will then be in the Virtual Courtroom.

Use of Webex audio/visual conferencing will require additional preparation and planning on the part of counsel and parties. The court expects defense counsel to provide their clients with the appropriate remote access/call in information before the hearing and to have communicated with their clients to assure they know how to access the system before the hearing. Parties appearing without counsel bear the same responsibility to know how to access the system before the hearing.

Audio and/or video recording of any portion of a WebEx hearing is strictly prohibited. Violation of this prohibition may result in the imposition of sanctions including contempt of court.

WebEx hearings are court proceedings and all participants shall follow ordinary standards of decorum. Participants should ensure they are appropriately dressed, that their surroundings are quiet and well lit, that their electronic devices are functioning correctly, that they have an adequate internet connection, and that distractions in home environments are minimized.

**WebEx Conference Ground Rules**

* Parties should call in at their regularly scheduled hearing time. Parties dialing into the court shall not interrupt any ongoing proceedings, but wait to be acknowledged by the court. It is very important that only one person speak at a time and that parties wait their turn to be called upon to speak.
* Please note the Court may choose to employ a “lock meeting” option for any particular hearing. Anyone who is participating via video but who calls before their hearing time may be placed into a “lobby.” If you or your client is calling in and not using the video option, it is essential they call at the time of their hearing and not earlier in order to gain access.
* Criminal Proceedings. In accordance with Colo.R.Crim.P. 43, with the defendant’s oral or written consent, the Court will allow the defendant and counsel to appear electronically for all proceedings identified in Rule 43(f).
* Pleas in criminal cases: the court expects that counsel will have the plea paperwork signed by attorneys and Defendant and uploaded to the case file before the hearing begins. If the defendant is not appearing by video but only by audio, the court may place the defendant under oath to obtain a record of personal identifying information to ensure the person on the phone is the proper person to be taking the plea along with a waiver of any objection to appearing by audio only. An attorney may be asked to certify the identity of their client.
* If a defendant is out of custody, defense counsel must ensure that the defendant has a means of communicating with defense counsel outside of the WebEx conference in the event there is a need for confidential communication. Parties should not rely on the WebEx chat function to accomplish this alternate communication. The court suggests that such communication occur separately by phone between counsel and client and that the WebEx conference be muted during this time.

**The procedures outlined herein are evolving and may be modified or updated periodically. If questions arise, please contact the court at** [tellerclerkgeneral@judicial.state.co.us](mailto:tellerclerkgeneral@judicial.state.co.us)**.**

**Done and Entered this 2nd day of July, 2020.**

**BY THE COURT:**



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Theresa L. Kilgore

Teller County Court Judge

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1. Public Safety Matters: A. Petitions for temporary civil protection orders and permanent protection order hearings; B. Petitions for temporary emergency risk protection orders and hearings on emergency risk protection orders; C. Crim. P. Rule 5 advisements; D. Juvenile detention and advisement hearings for juvenile delinquency cases; E. Shelter hearings in dependency and neglect cases; 10 F. Petitions for appointment of an emergency guardian and/or special conservator and hearings related to same; G. Hearings on motions to restrict parenting time and parental abduction prevention; H. Emergency mental health filings and proceedings; I. Probable cause hearings for dog impoundment/dangerous dog cases; J. Judicial bypass hearings under C.R.S. § 12-37.5-107; and K. Other proceedings deemed necessary by the Chief Judge to prevent a substantial risk of imminent financial hardship or imminent risk to the health, safety or welfare of any individual or members of the community.

