

DISTRICT COURT, PUEBLO COUNTY, COLORADO 501 N. Elizabeth St. Pueblo, Colorado 81003 Telephone: (719) 404-8700	
ADMINISTRATIVE ORDER	DIVISION 501 ADMIN ORDER 2020-01
WEBEX PROCEDURES – PUEBLO COUNTY DISTRICT COURT DIV. 501	

Because of the potential health risk of spreading COVID-19 by appearing in person for court proceedings, specifically to the parties and attorneys involved in the cases pending before this court, witnesses appearing to testify, court personnel, and members of the public, which state and federal health officials all agree is greatly increased when more than ten persons gather in one place at a time, coupled with the inability of the court to maintain the recommended minimum of six feet of physical social distancing between each individual in the courtroom during court hearings, Division 501 will conduct all hearings, not outlined in Chief Justice Coats May 5, 2020 order entitled “Updated Order Regarding COVID-19 and Operation of Colorado State Courts, electronically by Cisco Webex. The Public Health Orders issued by the Colorado Department of Public Health and Environment (“CDPHE”), recommendations of national health organizations for limiting large gatherings of people and maintaining social distancing, Executive Orders issued by Governor Jared Polis, and Orders issued by Colorado Supreme Court Chief Justice Nathan Coats presently in place support this court’s decision to hold virtual hearings.

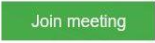
This will require additional preparation and planning on the part of all counsel, parties, and witnesses. The court expects attorneys and parties without attorneys to provide their clients and witnesses with the appropriate remote access/call in

information before the hearing and to have communicated with their clients and witnesses to assure they know how to access the system before the hearing (not during the first five minutes of the hearing).

WEBEX INVITATIONS AND GENERAL GUIDANCE

The court will use Cisco Webex meetings to allow for video or audio participation. For any hearing or appearance anyone can join by going to the 10th Judicial District website:

https://www.courts.state.co.us/Courts/District/Index.cfm?District_ID=10

- to join by video (preferred method) follow the link. You can cut and paste the address into your browser if necessary.
- you will be directed to Judge Markenson's page. At the top of the page select "Join meeting" the button will look like  .
- Enter the information - name and email address (so we know who you are). You will then be in the meeting
- Select your audio setting. If the audio on your computer or tablet does not work, please use the alternate audio option of calling in to the number in the invitation and using your participant code (see example below)
- If you do not have a device that will support a video connection, you may still participate by audio only by calling the number in the invitation and using the access code.

Please keep in mind that the courtroom will be open to the public during all WebEx hearings unless otherwise ordered by the court.

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

- Attorneys and self-represented parties shall forward the meeting information to their clients and any witnesses. It is the responsibility of the attorney or self-represented party to ensure clients and witnesses have the necessary contact information.
- 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.” **However, locking the meeting prevents Audio Only, Telephone Call-In Users from joining at all. Instead of being placed in the Lobby, Webex will hang up on them.** 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.
- Proceedings with Interpreters (please note that these rules also apply in general so that we can make a good record):
 - All parties must speak into a microphone or close to the phone.
 - Parties must speak loudly and clearly.
 - Parties must pause periodically between statements to facilitate consecutive interpreting.
 - Only one person may speak at a time, allowing a pause between speakers. This include question/ answer sessions: Allow the interpreter to render his/her interpretation after each person speaks to avoid confusion.
 - Background noise, including side conversations and paper shuffling, must be kept to a minimum (microphones should be muted unless you are speaking)
 - Alert the Court and/or interpreter immediately if there are any technical difficulties.
- Evidentiary Hearings. All proposed exhibits must be uploaded 3 business days prior to any evidentiary hearing and turned over to the opposing party. In the case of a self-represented party he/she must have his/her paper exhibits (for example pictures, printed text messages, emails, certificates, etc.) turned into the

Court at least three business days prior to the hearing and turned over to the opposing party. Any audio or audiovisual recording that may be offered into evidence must be provided to the court in advance of the hearing on a jump-drive and must be in a format that can be played without proprietary software. Counsel and any self-represented litigants are expected to know how to utilize the “share screen” function in WebEx to publish exhibits for all participants. Parties are encouraged to reach stipulations concerning exhibits and other evidentiary issues. The Colorado Rules of Evidence shall continue to apply in all hearings. A “pre-hearing” conference shall be conducted in any case in which an evidentiary hearing is sought to address any procedural issues. Parties should allow additional time for WebEx hearings and should anticipate the need to take more frequent breaks.

- In the event a party cannot get WebEx to work that party shall contact the Division clerk.

The procedures outlined herein are evolving and may be modified or updated periodically. If questions arise, the court’s Division Clerk should be contacted at kristy.hughes@judicial.state.co.us.

SO ORDERED this May 12, 2020.

BY THE COURT:



District Court Judge Amiel J. Markenson