



Webex Virtual Courtroom Protocol

1. Responsibilities and Expectations:

A. Judicial Officer

- i. Will ensure all reports and exhibits have been filed and reviewed prior the court hearing. The judicial officer will take roll at the beginning of each hearing to ensure all parties are on the Webex program and ready to begin.

B. Division Clerk

- i. Will be responsible for providing to all attorneys of record and pro se parties a [list of virtual courtrooms](#) with information on how to access each, hosting of all Webex proceedings, and recording all Webex meetings on the FTR.

C. Attorneys/Pro Se Parties

- i. Will be responsible for ensuring they and their clients have the Webex information and appear either by phone or through the video application. If the client or a pro se party does not have a phone or access to the internet, parties must contact the court to make arrangements for their appearance.
- ii. Attorneys may provide to the court in advance contact information for clients and request the court call them from the virtual courtroom.
- iii. Will appear by the Webex video application and not by telephone if at all practical.
- iv. Will make every effort to meet with their clients prior to the court hearing.
- v. Will check dockets to verify hearing dates and times. The court WILL NOT send scheduling reminders to parties.

D. Exhibits

- i. All exhibits or evidence to be considered at the court hearing must be filed and/or uploaded one working day prior to the start of the hearing. These documents may be filed electronically, in-person at the scanners located outside of each clerk's window, by physically dropping them off at the drop box at the appropriate court location, or emailing them to the appropriate county combined court at the following e-mail addresses:

1. Bent County: bentcounty16@judicial.state.co.us

2. Crowley County: crowleycounty16@judicial.state.co.us

3. Otero County: oterocounty16@judicial.state.co.us

2. Virtual Courtroom Proceedings

A. Virtual Courtrooms

- i. Each judicial officer will have a dedicated virtual courtroom. Information on how to access District, County Judge and Magistrate virtual courtrooms can be found at the

16th Judicial District main webpage and Bent, Crowley, and Otero County judicial webpages.

https://www.courts.state.co.us/Courts/District/Index.cfm?District_ID=16

B. Phone/Video Appearances

- i. Each participant shall join the Webex program by phone or video application **five (5) minutes** before their court appearance.
- ii. Mute Button: A participant will immediately mute their phone, computer or any device being used upon connecting to the Webex Program. Participants will turn off their mute button when addressing the court or another party. When the participant has finished speaking, they will re-mute their device. All participants are responsible for ensuring there is no background noise when speaking. The court may mute any participant at their discretion.
- iii. Roll and Participation: Before the record is opened in each case, the judicial officer will take roll of all participants. If you are not participating in the case that is being heard, always leave your device on mute.
- iv. Public Hearings: The hearings will be open to the public and will stay “unlocked” within the Webex program unless requested by party motion and ordered by the judicial officer. At any point during the proceeding, the judicial officer may choose to expel a participant due to disruption or in response to a party motion. Participants who do not identify themselves when asked may be expelled from the proceeding.
- v. Interpreters: will be available to provide services in virtual courtrooms.
- vi. Case Conclusion: Once the case you are participating in has concluded and you have no other pending matters, you may disconnect from the Webex program.

PLEASE CLICK ON THE IMAGE BELOW TO DOWLOAD CISCO WEBEX ON YOUR DEVICE

