



Protocol for D&N Hearings Conducted by Webex

All shelter, advisement, pre-trial conference, adjudication, disposition, review and permanency hearings shall be conducted by Webex until further notice. The following protocol shall apply to all hearings conducted in this manner:

A. Responsibilities and Expectations:

1. Will be responsible for providing to all attorneys 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.2.

Attorneys:

- a. The County Attorney, GAL, ORPC and any other involved attorney is responsible for ensuring their clients have the Webex information and appear either by phone or through the video application. If the client does not have a phone or access to the internet, the attorney will work with DHS to establish a method of communication for the hearing.
- b. All attorneys will appear by the Webex video application and not by telephone if at all practical. c. The attorneys will meet with their clients prior to the court hearing. They will review the most recent filed report, discuss client progress and outstanding matters. The attorneys will then confer with one another prior to the court hearing to see if they are able to reach any stipulations regarding presentation of information, facts or issues at the hearing.
- c. 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 court hearing. These documents may be filed electronically, by physically dropping them off at the drop box at any of the court locations or emailing them to the appropriate county as follows:

1. Bent County: bentcounty16@judicial.state.co.us
2. Crowley County: crowleycounty16@judicial.state.co.us
3. Otero County: oterocounty16@judicial.state.co.us

3. CASA: The CASA representative will be responsible for sharing any vital information with the attorneys and caseworkers prior to the court hearing. They will confer with the

attorneys prior to the hearing regarding presentation of information, facts or issues. They will be responsible for appearing at the hearing by phone or through the video application using the Webex information provided.

4. DHS: All reports will be filed with the court and distributed to the parties 3 - 5 business days before the hearing. The caseworker will be responsible for appearing at the hearing by phone or through the video application using the Webex information provided.

5. Judicial Officer: The judicial officer will ensure all Webex meetings are properly scheduled. The judicial officer will ensure all filed reports and exhibits have been 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. During the Hearing:

1. Call / Video Appearance: Each participant shall begin the Webex program by calling in or appearing by video application five (5) minutes before their court appearance.

2. Mute Button: A participant will immediately mute their phone, computer or any device being used upon connecting to the Webex Program. A participant will turn off their mute button when addressing the court or another party. When the participant has finishing speaking, they will mute their device again. All participants are responsible for ensuring there is no background noise when speaking.

3. 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 presented, always leave your device on mute.

4. 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.

5. Case Conclude: Once the case you are participating in has concluded and you have no other pending matters, you may disconnect from the Webex program.

C. Webex Information Attachment: Please find attached an information sheet that contains the meeting room information for all D&N hearings that are to occur in Division A and M. The meeting number, the call-in number and the link to the meeting room do not change. They are the same for each court hearing regardless of the date and time. Please free feel to distribute to your staff and participants.