

DISTRICT COURT, BOULDER COUNTY, COLORADO 1777 Sixth Street, Boulder, Colorado 80302 (303) 441-4746	<p style="text-align: center;">▲ COURT USE ONLY ▲</p>
Petitioner: and Respondent:	
<i>Attorney(s) for Petitioner:</i> <i>Attorney(s) for Respondent:</i>	Case Number: Division: Courtroom: Q
ORDER RE: PREPARATION FOR WEBEX HEARING	

With few exceptions, most domestic relations hearings in the Boulder District Court are anticipated to be conducted by WebEx through January of 2021. Due to docket congestion, the Court generally cannot accommodate hearing time lost due to technology issues. The Court expects that the parties will have taken the following steps prior to their WebEx hearing:

1) Ensure adequate internet service for the hearing

WiFi users may check the internet speed in the precise location from which they plan to conduct the hearing by Googling “internet speed test”.

In the Court’s experience, a minimum of 10 Mbps UPLOAD speed is necessary to sustain a reliable internet connection. Please note that UPLOAD speed is a critical factor for WebEx participation, and should not be confused with the more generic term “internet speed”, which is often used informally (including by internet service providers) to reference *download* speed only.

The Court expects that all counsel will secure sufficient internet service for WebEx hearings. Unrepresented parties may participate by telephone (with prior permission of the Court) if adequate internet is not available to them.

2) Except where absolutely necessary, one video connection should be established per hearing participant.

This means that parties and counsel should not share a single screen.

Parties are additionally encouraged to download the WebEx app on the device they plan to use, rather than participating via the WebEx internet link without the app.

3) WebEx Decorum

All WebEx hearings are held in the judge's virtual public courtroom. Another hearing may be ongoing when you enter the virtual courtroom. Please ensure that you enter the virtual courtroom with your microphone muted.

Additionally, as in a physical courtroom, you should not bring children, food, or pets into the virtual courtroom.

Recording the proceedings on a personal device is strictly prohibited. Violation of this prohibition may result in the imposition of sanctions including contempt of court.

4) All exhibits must be filed with the Court in advance, with copies to the other party

Except where the Court has specifically ordered otherwise, exhibits shall be filed seven (7) days prior to the hearing. Self-represented parties who cannot reasonably comply with this deadline may contact the Court's CJA (ike.armstrong@judicial.state.co.us) at least one week in advance of the hearing date for further instructions.

5) Be proficient with the use of WebEx

The Court expects that prior to the start of the hearing, all counsel will be able to 1) mute and unmute their audio and video; 2) use the "share" function to display a document via WebEx; and 3) select and change their screen views, including "pinning" the screen on a single participant. The Court expects that unrepresented parties and witnesses will be able to mute and unmute their audio and video. Counsel are responsible for ensuring that their witnesses have this proficiency prior to the start of the hearing.

Counsel are advised to be thoughtful about the location of the microphone during the hearing. Microphones located closer to the computer keyboard or desk frequently amplify the noise of typing and paper movement over the participants voice.

6) WebEx Conference Ground Rules

- i. It is especially important that participants not speak over one another.** Simultaneous talking interferes with a clear record.

- ii. Parties and counsel are expected to mute their own microphones when they are not speaking.
- iii. Attorneys may talk to their own clients by way of other devices when their client is not testifying. **No one may communicate with a witness while that witness is testifying.**
- iv. As with a sequestration order in an ordinary court proceeding, no one shall use a device to communicate the content of testimony to a witness who has yet to testify.

The procedures outlined herein are evolving and may be modified or updated periodically.

If a party or counsel is uncertain of their ability to meet these requirements, they may contact the Division to request a test run prior to the start of the hearing.

The Court, in its discretion, may reschedule or terminate a hearing if the parties have failed to meet these requirements.

SO ORDERED, September 23, 2020

BY THE COURT:



Nancy W. Salomone
District Court Judge

CERTIFICATE OF SERVICE: I certify that I served the foregoing via the jPOD e-filing service or U.S. Mail service on September 23, 2020.



Ike Armstrong
Court Judicial Assistant | 303-441-1866
Ike.Armstrong@judicial.state.co.us