

JUDGE BÖHM'S
MODIFIED ZOOM PROCEDURES
(Revised July 2023)

For those hearings where remote participation is permitted via Zoom Video Conference (hereinafter “Zoom”), all hearing participants shall comply with the procedures set forth below.

(1) ***Joining Hearings Remotely:*** To join, use the following link: <https://www.zoomgov.com/j/16143800191>. Alternatively, enter the following Meeting ID in the Zoom mobile or desktop application: 161 4380 0191. Participants will be placed into a waiting room and admitted into the main conference by the video conference host. For questions regarding the connection, contact Judge Böhm’s Chambers.

(2) ***Punctuality:*** As with in-person hearings, remote participants must be present in the “virtual courtroom” at the time their case is called. Parties must account for the time needed to connect to the hearing and be cleared through any applicable waiting room. Accordingly, all parties must join the conference not less than ten (10) minutes prior to the start of the hearing.

(3) ***Entering a Remote Appearance:*** Participants **MUST** enter their **full names** as their “screen names” when entering the Meeting ID to join the hearing. In hearings with a large number of participants, the Court may use the screen names to take the entry of appearances for the record.

(4) ***Using Zoom by Telephone:*** At the Court’s discretion, a party that lacks the ability to participate through Zoom video may participate strictly by telephone. Any party seeking to participate solely by telephone must contact chambers three (3) business days prior to the scheduled hearing. Parties who join by telephone will dial the appropriate number and enter the Meeting ID when prompted.

(5) ***Rules for Remote Participation:*** All parties participating remotely must abide by the following directives at all times. Failure to comply with the Court’s procedures may result in the Court imposing sanctions, including but not limited to, revoking the party’s privilege to participate remotely.

- a. Basic Prohibitions: The following actions are prohibited while participating remotely: (I) use of a telephone or device while in a vehicle or a public place; (II) conversing with anyone outside of the hearing; (III) failing to keep an audio microphone on “mute” when the participant is not speaking; (IV) allowing any background noise to interfere or disturb the proceedings; and (V) using the “speaker phone” function on a telephonic device. Once a participant’s hearing is called, they must remain seated and stationary at all times.
- b. Hearing Attire and Surroundings: Appropriate business professional courtroom attire is required. Participants should also be mindful of their background so as to not distract or detract from the court proceedings. Virtual backgrounds are permitted solely to the extent that the background is a solid, neutral background. To prevent image distortion, participants should refrain from having a large light source (i.e. windows) directly behind them.
- c. Minimization of Noise Interference: Participants must make a concerted effort to minimize all background noise and shall silence any devices that may make noise (e.g., telephones, cell phones, messaging and email alerts). All parties are responsible for the quality of their audio connection, and to that end, the Court strongly recommends that participants wear a corded headset with a microphone during hearings. Should participants choose to use a wireless device, such as

AirPods or Bluetooth-enabled devices, they must remain in close proximity to the connection source and avoid movement that would interfere with the signal. The Court cannot rely on a legal argument it cannot hear.

- d. Recording: Other than the Court, no participant may record any part of the hearing, whether by use of Zoom recording capabilities, third-party applications, photographs, screenshots, or by any other means.

(6) ***Zoom Operating Instructions***: For the purpose of ensuring a smooth and efficient hearing, all participants shall review the following information prior to the scheduled hearing to familiarize themselves with Zoom and its features:

- a. Hardware: Zoom video is compatible for use on mobile devices (such as a smartphone or tablet) as well as personal computers (laptop or desktop) that have camera and microphone functions. Zoom by telephone is compatible with all telephones.
- b. Installation/Update of Zoom: To participate, parties will need to install the Zoom application on a smartphone/tablet or install the Zoom software on a laptop/desktop. If parties already have Zoom installed on the device being used for the hearing, parties must ensure the application is updated to the most recent version.
- c. Testing Your Device: All participants are required to test their device compatibility with Zoom requirements and their internet connection speed to ensure that it is at least 3 Mbps prior to the hearing date. Participants can conduct such tests at the following link: <https://www.zoom.us/test>. Tests must be performed on the same device that will be used to participate in the hearing.

- d. Additional Assistance: For additional assistance using Zoom, please consult the Zoom Help Center, which offers “quick start guides” and video tutorials, at the following link: <https://support.zoom.us/hc/en-us>.