

## **PROTOCOL FOR VIDEO/AUDIO HEARINGS**

### **NO VIDEO OR AUDIO RECORDINGS ARE PERMITTED OF COURT PROCEEDINGS. VIOLATION MAY RESULT IN PROSECUTION PURSUANT TO 18 Pa.C.S.A. §5103.1**

#### **GENERAL:**

For hearings held by video technology, no participant will be physically present in the courtroom without prior approval from the Court. Video Technology allows all participants to participate in the hearing through the video link or by calling the telephone number. The video connection requires a computer or smartphone equipped with a camera and microphone/ speakers. The use of a smartphone may require the user to download the video application. No download is required to join using a computer or laptop; it can be accessed by any internet browser.

Participant shall provide the relevant Court office with up-to-date contact information, including e-mail, and shall request the Zoom link in advance of the hearing. It is the responsibility of counsel or self-represented persons to share the link or phone number with any witnesses in order for them to join the hearing at the time of their testimony.

#### **ACCESSING THE HEARING:**

Zoom rooms will be set up with a waiting room security feature. You will be admitted by the host after verification of your identity. Participants and witnesses may be permitted to participate by telephone, but only if they have no access to video capabilities. Any participant in need of video capabilities shall request that by calling or emailing Court Administration at 717-240-6200 or at [courtadmin@cumberlandcountypa.gov](mailto:courtadmin@cumberlandcountypa.gov). The courthouse has rooms dedicated to video streaming purposes where a participant may report and be heard remotely. Any technical difficulty with accessing the video hearing shall be directed to chambers of the respective judge by calling Court Administration at 717-240-6200.

#### **HEARING:**

1. All parties and attorneys shall be on Zoom and ready to proceed prior to the time set for the hearing. Court appropriate clothing shall be worn. Participants shall limit background noise and visual distractions.
2. Copies of any documents that a party wishes to present in court are to be shared electronically with all other participants in advance of the hearing. Exhibits must be pre-marked with exhibit

numbers, paginated and dated. Exhibits admitted into evidence will be printed by the Court and filed in the appropriate filing office. Proposed exhibits shall be sent in PDF format at least one day in advance to the secretary or law clerk of the respective judge.

3. The host will allow discussion between advocates prior to the judge joining the hearing.
4. Witnesses need not be in the video until called to testify but may be present unless sequestration has been requested. If sequestration is requested, witnesses must wait in the virtual lobby where they cannot see or hear the proceedings.
5. **Again, absolutely NO recordings of the proceedings are allowed, to include video, audio, or screen shots.** A court reporter will make an official record of the proceeding. Violation of this prohibition is a criminal offense and/or contempt of court and will subject the violator to penalties and sanctions.