

**CITY OF SHAWNEE KANSAS
MUNICIPAL COURT VIDEO CONFERENCING**

BEFORE THE VIDEO CONFERENCE

There are two options for appearing in court by video conference. You may enter from your browser or from the Zoom app.

BROWSER: Simply go to www.zoom.us. From the home screen, click on the blue “join” button in the upper right corner. You will then enter the meeting ID and PW that is provided by the court.

ZOOM APP: All video conferences will be using Zoom. You may download the Zoom app from the app store. This is a free app and will work on most laptops, tablets and smartphones. It will also work on a desktop if you have speakers, a microphone and a camera. Some people use audio from one device and video from another.

You will receive an email with instructions and a link. When it is time for your appearance, you may either click on the link and then enter meeting ID and PW, or you may go to zoom.us and join. You must then enter the meeting ID and PW provided by the court. You may also receive a calendar invite with the link. Please accept the invite if you do but either link will put you into the call.

You will be placed into a waiting room when you enter the conference. Either the Judge or a clerk will bring you in from the waiting room, get you checked in, and then place you in your own breakout room. Please be patient, as there are many other people also in line.

If your Zoom conference has a set specific time, please enter the call at least 5 minutes prior to your assigned time. If the Zoom conference allows for you to enter at any time during a set time frame you must call sometime during that timeframe. Do not wait until the end or you may not get admitted.

DO NOT WAIT UNTIL JUST BEFORE THE HEARING TO TEST YOUR EQUIPMENT! You may click on the link any time prior to the call in order to test your microphone, speakers and camera. Follow the instructions to test then simply leave the meeting. **PLEASE DOWNLOAD THE APP AND TEST YOUR EQUIPMENT NO LATER THAN 48 HOURS PRIOR TO THE CONFERENCE!**

EXHIBITS: If your case is set for trial or another hearing in which you will have exhibits, you must provide those exhibits to the court at least 24 hours in advance of the hearing. You may email your exhibits to shawneecourt@cityofshawnee.org and you **MUST** copy the prosecutors at prosecutor@cityofshawnee.org. The Court will not access these exhibits until they are admitted. If exhibits are not exchanged in advance of the hearing, it will dramatically slow the process to do so at the time. Please label each exhibit prior to emailing them so the court may access the correct admitted exhibits. All parties should attempt to reach an agreement about exhibits prior to the call. If this occurs, please inform the Judge at the beginning of the call.

SUBPOENAS: All witness subpoenas should direct the witness to appear in the virtual courtroom and must include the web address, which is the Zoom link, for the Zoom hearing as well as the meeting ID.

RECORDINGS: All recording of Zoom proceedings is prohibited. No person may record, capture, save, broadcast, televise or photograph the proceeding without approval of the court. Failure to abide by this order may result in contempt of court.

DURING THE VIDEO CONFERENCE

Find a quiet place with good internet connection for your conference. Remain in one location and **do not drive** during the call. If you are driving, you will not be allowed to see the Judge or prosecutor.

Please make certain you are muted unless you are speaking in order to minimize background noise.

Please consider this to be a formal court appearance. Dress appropriately and speak as if you were in court in person. You must be in a room light enough to see you, and you may not be lying down, eating or drinking. If your TV or other background noise is turned on during the call, the Judge will move on to another defendant until you are in a quiet place.

If you have someone that you would like to join you in the video conference you may forward the invitation to them and they may join if they would like. This applies if you have a witness for a trial as well. Every participant will remain in the waiting room. Once admitted, the witness must provide their full name and will be placed back in the waiting room until it is their time to testify.

Do not move papers or anything that creates noise close to the microphone while on the call. It will create background noise and we will be unable to hear.

It works best when you are speaking if you look directly at the camera and not at the screen. It is also preferable if you place the camera slightly above eye level. The lighting is also important. Light from behind you may blind the camera or cast shadows. In order to be seen, you may want to put a lamp, or sit facing a window, in order to get light directly on your face.

ONLY ONE PERSON MAY SPEAK AT A TIME. There may be a delay between speakers so pause prior to speaking. The Judge will tell each person when it is their turn to speak. If you have a question or an issue, raise your hand in front of the camera so the Judge is aware that you have a question. Because of the delay, if either party makes an objection, the opposing party **MUST REMAIN SILENT** until the Court is able to rule upon the objection.

A witness, including the defendant if he or she testifies, may not refer to notes, papers, or any item at all while testifying unless you first request permission from the Court. The testimony must be from memory unless the Judge grants permission to look at an item.

You may not have any other electronic items running in the vicinity of Zoom. This may create feedback and make it difficult to hear.

If an interpreter is needed, you must advise the court at least 7 days prior to the hearing.

Please advise the court by email at least 24 hours **PRIOR** to the hearing if you feel you are unable to participate by Zoom due to unreliable internet access or you do not have the technological capabilities, such as no tablet or smartphone or laptop that allows for Zoom. If you have other issues that you are concerned with, please simply discuss those with the Court during the call.

Karen Torline
Judge, Shawnee Municipal Court