

Zoom Hearing Procedures

By no later than 12 noon the day before the hearing, the parties should submit jointly to Chambers a list of the email addresses and phone numbers of all participants they expect to be on the call. Chambers will allow members of the press to participate, as long as a request is made 48 hours in advance of the hearing. The meeting password and ID for the call will be confidential: do not share them beyond the approved attendees.

Any final papers or demonstratives should be shared among counsel and submitted to the court at least 48 hours prior to the argument.

Joining the Hearing

Attendees will be able to join the meeting at least 10 minutes before the hearing is scheduled to begin. All attendees must join the meeting no later than five minutes prior to the hearing's scheduled time. **The room will be locked for security purposes five minutes before the hearing is scheduled to begin. If you are late, you will not be able to participate.**

The meeting will begin with a waiting room moderated by the host. Chancellor Bouchard or his law clerk, as host of the meeting, will only admit those who have been invited to the meeting. To facilitate identification and admittance from the waiting room, attendees must use the name provided to Chambers when naming their Zoom account (e.g., First Name, Last Name, not "Law Firm Account" or "John's iPhone").

During the Hearing

All attendees shall mute their lines upon joining the meeting. Only counsel planning to speak shall use video. Others shall be muted with video turned off. Counsel shall unmute their lines when it is their turn to speak. In the unlikely event counsel believes it is necessary to interject another speaker (e.g., because of a confidentiality concern), counsel shall use the "hand raise" function; the Chancellor will call on counsel with a raised hand, and his law clerk will un-mute their line. The chat function will be disabled for the duration of the hearing. The Chancellor retains the ability to mute participants. **No attendee may record the argument.**

Screen-sharing will be enabled to view demonstratives. Only one attendee may share their screen at a time. Once again, it is counsel's responsibility to ensure any technicians have successfully joined the meeting before it is locked five minutes prior to the hearing's scheduled time.

Best practices for teleconferences are recommended: sit in a quiet place and test your equipment first. Those planning to speak are encouraged to connect their phone for audio in the video conference instead of using computer audio. Court attire is expected.