

## **COVID-19 Zoom Hearing Protocol for Attorneys Appearing Judge Neff's Virtual Courtroom**

Counsel will use the Zoom app (or zoom.us website) to log into the Judge Neff's Virtual Courtroom.

### **Leon Detentions/Juvenile Court**

Meeting ID: 962 0821 8830

Passcode: 658107

### **Juvenile Drug Court**

Meeting ID: 936 5541 1965

Passcode: 860833

### **Leon Family Law Hearings**

Meeting ID: 827 993 8513

Passcode: 103002

Zoom works best on a computer with a camera and a microphone. If a computer is unavailable, Counsel may contact the Judicial Assistant for telephone-only instructions. Please do not use a speakerphone.

Please ensure your camera and microphone are turned on. Speak into the microphone to ensure the best possible sound quality. We are making a record. Remember to unmute before you speak and mute after you speak. Background noise interferes with the proceeding and prevents making a good record. **Please be aware that all Juvenile Proceedings and Family Law Injunction Hearings are Recorded.**

Excessive movement by the participant or others in the field of view is distracting should be avoided.

This is a court hearing. As such, all persons appearing by Zoom are expected to dress and behave appropriately. The Court will remove all disruptive persons from the proceeding.

### **Proceedings with witnesses and/or exhibits**

Witnesses must log in (or call in) SEPARATELY and from a separate location. This allows witnesses to be sequestered in the Zoom “Waiting Room.” If the Defendant and Counsel are in separate locations, Zoom’s “Breakout Room” feature can accommodate privileged communications.

Exhibits must be numbered and shared with opposing counsel. Hard copies of exhibits must be sent to the Judicial Assistant no fewer than 48 hours prior to the hearing. Counsel may use the Zoom screen sharing feature to show the witness and opposing counsel exhibits if cleared by the Court. The Court will provide the clerk with exhibits admitted during the proceeding.