

## LUCAS COUNTY COURT OF COMMON PLEAS

# Domestic Relations Division

The Ohio Supreme Court has encouraged the utilization of technology to waive in-person appearances. Virtual and telephone proceedings allow parties and counsel in a court case to use technology to participate remotely while protecting your health and safety.

The Domestic Relations Court has opted to utilize Zoom.us to conduct virtual hearings. You do not have to establish an account if you are strictly joining Zoom meetings as a participant. Participation by Zoom is free.

For persons without the technology to appear via Zoom, contact the court to request the use of a courthouse Zoom room.

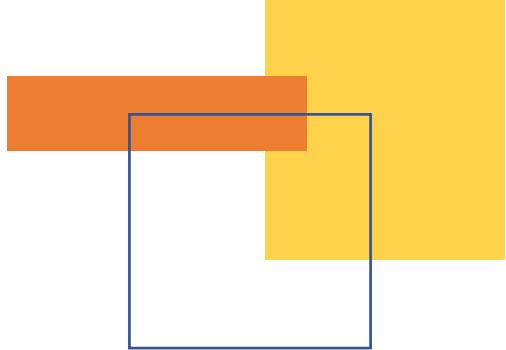
On some devices such as smartphones and tablets, you will need to download the Zoom Cloud Meetings app, which is a free app found in your device's App Store or Play Store.

**Download the Zoom app well in advance of your hearing to allow time for installation. Test the audio and video settings.**



If you are unfamiliar with Zoom, the following link will give you an understanding of how the program works:

<https://support.zoom.us/hc/en-us/articles/201362193>



A decorative graphic in the top right corner consists of three overlapping rectangles: an orange rectangle at the top, a white rectangle in the middle, and a yellow rectangle at the bottom. The white rectangle has a thin blue border.

It is the responsibility of counsel or a self-represented party to provide either a phone number including carrier (Verizon, AT&T, etc.) if participating by cell phone, or an email address if participating by computer equipped with a microphone and camera.

The Court will send you an email or text message that contains a Zoom meeting link before your scheduled hearing time.

Upon receipt, click on the link, join with video and internet audio and you will be connected.

## Remote Proceedings

Remote proceedings are official court hearings that are being recorded and made part of the record. Anything said may be overheard by all participants. Whether your hearing is set by telephone or Zoom, all participants are expected to conduct themselves in a professional manner as if they were physically present in the courtroom. Children should not be present.

Counsel are responsible for preparing their clients for a Zoom hearing; self-represented parties are responsible for their own preparation.

If you fail to join the proceeding in a timely manner, the case may go forward without your participation.

**Failure to comply with the following may result in the Judge or Magistrate ending the hearing and/or a dismissal of the action.**

### Join the meeting early

Find a quiet, private space with a stable internet connection. Avoid areas with background noise or distractions. Join with video and internet audio when prompted. Make sure your camera is on and your microphone is unmuted.

Upon joining, you will be placed in a virtual waiting room. Be patient. The meeting host will admit you into your meeting when the case is called.

### Upon joining the meeting

The Judge or Magistrate will direct the hearing and ask for participants to speak. Keep your microphone unmuted and camera on at all times. If you have a witness, they will be joined into the meeting and instructions will follow.

If you are disconnected from the meeting, reconnect immediately using the same Zoom link. Stay on Zoom until court is dismissed by the Judge or Magistrate.

### Conduct during a hearing

Participants should be focused only on the hearing. Avoid distractions, doing other tasks, or unnecessarily getting up and moving around during the hearing. People who are not involved in the hearing should not be present, unless permitted by the Court.

- Be attentive during the hearing.
- Dress appropriately.
- Do not attend the hearing while driving, walking, lying down, or talking to others. Sit upright and be sure your face is visible with appropriate lighting.
- Do not smoke, vape, eat or drink while attending virtual court.
- There should be no offensive or distracting backgrounds.
- Avoid talking at the same time someone else is talking. Just like an in-person court setting, the Judge or Magistrate will indicate when it is your turn to be heard.
- Speak slowly and clearly, and allow time for any technological delay between devices.
- If technical problems occur, please remain quiet so the Court can address the issue.
- Do not communicate by text, telephone, video, chat, email, or speaking directly to anyone during testimony except with counsel or an interpreter.
- Recording proceedings by any participant is strictly prohibited.