



## **ADMINISTRATIVE COURT REMOTE HEARING RULES & PROCEDURES**

### **I. ZOOM HEARING ATTENDANCE**

- (a) You must join the hearing on the date and time specified in the Notice of Hearing. The City will be using the Zoom video-conferencing program for these court proceedings, including trials. The preferred method to access Zoom is via an electronic device with both video and audio capabilities. You may also join the meeting by telephone. **The web link and call-in information for the accessing the Zoom hearings is set forth at the end of this document.**
- (b) You can sign up for a free Zoom account and practice using the app prior to your hearing which can be found at <https://zoom.us/>. You must ensure that your “screen name” is the same name that appears on your Notice to Appear to avoid extended wait times.
- (c) Please “appear” in the Zoom meeting/hearing’s waiting room approximately five (5) minutes before the scheduled hearing time.
- (d) In some instances, you might be required to wait in the “lobby” until your case is called.
- (e) All participants are strongly encouraged to be visible on camera when appearing for their hearing.
- (f) Please limit background noise and remain on “mute” until your case is called.

### **III. DEFAULT JUDGMENTS**

- (a) The Hearing Officer may enter a default judgment, for failure to appear.
- (b) If you are unable to attend your hearing, you must contact the Legal Department as soon as possible.

### **IV. OATHS**

Oaths may be administered by the Hearing Officer. This procedure remains the same as during a physical hearing appearance and if there is any question as to the identity of a participant appearing by Zoom, the Hearing Officer may require identification through a driver’s license or another form of identification.

**V. PROCEDURAL REMINDERS & GUIDELINES**

- (a) The court proceedings are on the record and will be recorded. All conversations can be heard by all of the other parties present and will become a part of the record.
- (b) Remember that this is a formal proceeding and treat it as if you were present in the hearing room.
- (c) There are multiple participants in this proceeding. If you are not speaking, mute yourself so we do not pick up background noise or unwanted audio feedback. Please take a moment to locate the mute button on your screen. Clicking the microphone will enable you to mute and unmute. Pressing \*6 may also unmute your phone.
- (d) When you want to speak, unmute yourself and identify yourself by stating your first and last name. If you have an objection, state the objection followed by your name or other identifying title. Wait until questions are completed before announcing an objection.
- (e) When you speak, please make sure that you speak slowly and clearly. Please do not speak over one another or interrupt one another.
- (f) Do not communicate with the witness through any format during the proceeding. Witnesses may not possess, hold or consult any notes or paperwork in their hands or otherwise while they are testifying, unless permission is granted by the Hearing Officer.
- (g) Video or audio recording of this proceeding by any party other than the City through any device or format is strictly prohibited.

**VI. EXHIBITS**

Parties may submit exhibits during the hearing through the Share Screen feature. All exhibits should be numbered and labeled accordingly and include an exhibit list describing each item, along with columns that can help all parties identify whether a particular item was admitted into evidence. At the request of either side, or in the event of a technological malfunction, the Hearing Officer can display the requested exhibit on the party's behalf through the Share Screen feature. The parties are encouraged to share proposed exhibits prior to the hearing where feasible. If an exhibit is entered into the record, a hard copy must be provided electronically for the hearing file.

**VII. WITNESSES**

The parties may call witnesses in the hearings by having such individuals join the hearing using the same Zoom information for the parties themselves. Witnesses will be subject to the same identification and oath provisions as parties that testify.

**VIII. PUBLIC & PRESS ACCESS**

Members of the press or public who wish to observe virtual proceedings may contact the Legal Department for the Zoom hearing information. Hearings will not be available on commercial streaming platforms such as YouTube at this time.

**IX. QUESTIONS**

If you have questions about joining the Zoom Hearing or have technical difficulties during your hearing time, please contact Andrew Coffey at the City Legal Department at 309-434-2213.

**X. ZOOM HEARING WEB LINK & CALL-IN INFORMATION**

(a) To join the Zoom hearing directly online, enter the following link:

<https://us02web.zoom.us/j/83325214009?pwd=xad8SXhvlJxr2cZIY2WkQAIrRCPzb.1>

(b) To join the Zoom hearing manually online, go to [www.zoom.us](http://www.zoom.us) and then enter the following Meeting ID and Passcode:

**Meeting ID:** 833 2521 4009

**Passcode:** 074305

(c) To join the Zoom hearing by phone for audio only, call either of the following toll-free numbers:

1-312-626-6799

1-309-205-3325

You will then be prompted to enter the following Meeting ID:

**Meeting ID:** 833 2521 4009