

## **VIRTUAL HEARING OFFICER CONFERENCE INSTRUCTIONS**

The 24<sup>th</sup> JDC is now offering virtual hearing officer conferences for all divisions with Hearing Officer Lisa Matthews. The other hearing officers will be online shortly; stay tuned. Please adhere to the following procedure when scheduling and appearing for a virtual hearing officer conference.

### **I. SCHEDULING**

After counsel for all parties have selected a date using the online calendar available on [www.courtonline.us/hearing-officers](http://www.courtonline.us/hearing-officers), they must execute and file the Virtual Hearing Officer Conference Consent Form. The Hearing Officers are currently offering two-hour time slots for full conferences and fifteen-minute status conference. Counsel may schedule a status conference prior to the Virtual Hearing Officer Conference (“VHOC”) to discuss this new procedure.

### **II. CONSENT**

VHOCs must be consented to by both parties and are completely voluntary. Counsel for both parties must execute the Virtual Hearing Officer Conference Consent Order to schedule a VHOC. The consent form may be found online at [www.courtonline.us/hearing-officers](http://www.courtonline.us/hearing-officers).

### **III. TECHNOLOGY**

VHOCs will be conducted via the 24<sup>th</sup> JDC’s Zoom video conferencing platform. Both lawyers and clients will join a VHOC using the following procedure:

1. Go to [www.courtonline.us/video/conference/court](http://www.courtonline.us/video/conference/court) on a computer, laptop, phone, or tablet that has a webcam and microphone.
2. Press the “Join Video Conference Now” button and type in the Meeting ID you received via email after scheduling the VHOC to request entry into the virtual “courtroom” at your assigned hearing time.
3. Follow the instructions to activate Zoom and enable your webcam and microphone.
4. All parties, counsel, and the hearing officer will be connected once the hearing officer is ready to begin the VHOC.
5. All parties and counsel must review and abide by the Court’s standing order re: Video Conferences, which can be found on the Court’s website.

#### IV. DOCUMENT SHARING

Any documents submitted during the VHOC must be shared with the Hearing Officer and opposing party five business days before the hearing, in accordance with the standard procedure, unless the Hearing Officer approves an alternative deadline. These documents must be shared using a secure file-sharing platform agreed upon by the parties, including but not limited to Google Drive, OneDrive or DropBox. The parties are responsible for the security of the file-sharing method, and the Court shall be relieved of all liability related to a security breach of any file-sharing platform. All documents must be Bates numbered for ease of reference.

**MAKE SURE TO TEST ALL DEVICES AND INTERNET SPEED WITH YOUR  
CLIENTS PRIOR TO YOUR VHOC**