

ELECTRONIC HEARING INFORMATION

Dear Litigant/Counsel of Record,

As of **May 11, 2020**, the **Family Division Court** will conduct all court proceedings remotely by Zoom video and/or audio conferences in an effort to minimize contact with the risk of COVID-19. You are receiving this communication due to your upcoming hearing as stated on the previous page.

PROCEDURE:

1. Join the Zoom Hearing. All parties should do the following to join your hearing at the time of the call:
 - Go to www.3rdcc.org/zoom or you can find the link under "Essential Links".
 - Click on "Family Division- Domestic"
 - Click on "Join Meeting" next to your Assigned Judge's Courtroom.

A ZOOM ACCOUNT IS NOT REQUIRED TO ENTER THE MEETING, BUT IS RECOMMENDED.

IF YOU ARE UNABLE TO CONNECT TO THE MEETING OR **REQUIRE AN INTERPRETER**, PLEASE CONTACT THE COURTROOM DIRECTLY. THE COURTROOM CONTACT INFORMATION CAN BE FOUND ON THE COURT'S WEBSITE, www.3rdcc.org/divisions/family-domestic#/list.

2. Enter your name and case number for "**Your Name**". For example, "John Doe 20-123456-DO".
3. Waiting Room. **You will be immediately placed into the Assigned Judge's waiting room.** Upon calling, your line will be MUTED. *Do not hang up or leave the meeting.*
4. A member of the court staff will bring you "into" the virtual hearing at or around the designated time. *Before speaking, please wait until your line is unmuted by the Court.*
5. As this is a Court proceeding, professional decorum is expected on ALL Zoom Hearings including, but not limited to, appropriate dress, background view, and NO eating, drinking, or gum chewing during the proceeding. Please limit all background noise, distractions, and third party interactions. **No minor children are to hear or oversee your Zoom Hearing at any time.** There is to be no recording of Zoom Hearings.
6. Once you are done with the virtual hearing, click "**Leave Meeting**".

Please be advised that all Domestic filings including Personal Protection Orders are now electronic. You can visit the Court's website at <http://www.3rdcc.org/divisions/family-domestic#/list> for detailed instructions under the following links: "State of Emergency Filing Instructions" and "Personal Protection Order Filing Instructions".