

EXHIBIT A – EMERGENCY ORDER MAY 11, 2020

Starting on Friday, May 15, 2020, participation in court motion calendars will be by joining the Zoom meeting for that calendar. Contrary to previous orders, cases on the civil and domestic calendars will no longer be automatically taken under advisement based upon the record but will be argued to the court. The clerk will no longer call attorneys or their clients. The following are instructions / guidelines for participation.

1. **Download:** You need Zoom on your device in advance of your first scheduled hearing. A free version is available at Zoom.US or from the app store on your device.
2. **Contact Number:** Each courtroom has an assigned Zoom meeting number that will not change. All calendars occurring in that courtroom will utilize that assigned number. They are as follows:

MEETING ID NUMBERS

- | | |
|-------------------|---------------|
| a. Courtroom I | 976-7336-6377 |
| b. Courtroom II | 968-5772-2818 |
| c. Courtroom III | 943-6071-4749 |
| d. Juvenile Court | 978-5492-0434 |

TOLL FREE PHONE NUMBERS

888-475-4499
833-548-0276
833-548-0282
877-853-5257

3. **Phones:** If you log in with a phone you will probably have a better connection. If you choose this option, take the following steps.
 - a. Call one of the above toll free numbers. If you get a busy signal, try a different number.
 - b. Type in the above listed meeting number assigned to the courtroom where your case is being heard.
 - c. Hit the # key when it asks for a participant ID number.
 - d. A landline is better than a cell phone.
 - e. Eliminate all background noise.
 - f. When your case is called, switch from speaker mode to speaking directly into your phone. Ear devices with microphones close to your mouth are helpful.
4. **Video devices:** If you use a device with a camera, take the following steps.
 - a. Only try a video device if you have excellent internet connection. Otherwise, use the phone option described above.
 - b. Type in the meeting number to the courtroom hearing your case.
 - c. The portion of your body which appears on video should be dressed appropriately for court.
 - d. Eliminate background distractions and noise.
 - e. Don't have windows or lighting behind you.

5. **General Rules:** Do the following when you join the meeting.
 - a. Mute your microphone until your case is called.
 - b. Even when your case is called, it is best to have your device on mute when you are not talking.
 - c. Do not be in close proximity of someone who is logged into the same meeting on a different device.
 - d. Do not speak until invited by the judge to do so. If you wish to object, just say “objection” and wait until the judge asks you to speak.
 - e. If you get dropped from the meeting sign back in and rejoin the meeting as you did initially.
 - f. If the court gets dropped from the meeting, stay on the line and wait patiently until it rejoins the meeting.
 - g. You may not record court sessions.

6. **Information:** Attorneys are responsible for informing their clients of the meeting and providing them a copy of these rules. The rules will also be available on the Court’s webpage.

7. **Calendar:** The court will strive to call cases in the order that they appear on the calendar. That may not always be possible because of attorneys scheduled to be in more than one court at a time.

8. **Mute:** The court has the ability to mute and unmute each participant. If you get muted by the court, it is because it is picking up unnecessary audio from your line. The court will attempt to unmute you if it believes that you need to address the court on a case.

9. **Technical Difficulties:** If technical difficulties arise, the Zoom meeting may be aborted and parties will be called directly. The court reserves the right to decide a matter without oral argument, continue a matter, or strike a matter until re-noted by the parties.