

THIS HEARING WILL BE HELD BY VIDEO. DO NOT COME TO THE COURTHOUSE. Your Webex login information is at the bottom of this notice. Counsel should forward the invitation to their clients, and counsel and unrepresented parties should forward the invitation to witnesses.

Please join the hearing five minutes before the start time. There may be another hearing before yours that has not yet finished. Please mute your audio until your hearing starts. Court staff will address you when they are ready for you. If you join by phone, hit * 6 to mute or unmute yourself.

If you have not used Webex before, test it in advance. If you have technical difficulties, call the court at 802-775-4394. **If you or your witnesses do not have a computer or sufficient bandwidth, you or your witnesses may call (408) 418-9388 to appear by phone. (This is not a tollfree number). You will then enter the meeting number and password at the bottom of this notice.**

Do not use more than one computer in the same room for the hearing; that can cause bad feedback. If lawyers and their clients are in the same room, they will all have to wear masks and maintain six-foot distancing. It is best to have each person in a separate room, whether at home, work, or in separate rooms at the lawyer's office.

REQUESTS FOR IN-COURT APPEARANCES. If you believe it is necessary for some or all of the parties or witnesses to appear in person in court instead of by video or phone, you should file a written motion explaining why you think it is necessary. Please file the motion as soon as possible. You must send copies to all the other parties or lawyers. The judge will decide whether to grant your request. If you are granted permission to attend in person, you must:

1. Arrive early to undergo a health screening before entering the courthouse;
2. Wear a mask or face covering;
3. Stay at least six feet away from other people; and
4. Follow any other health and safety rules of the court.

WITNESSES. Witnesses generally cannot participate in the hearing until it is their turn to testify. The attorney/party should have the telephone number of each witness so that they can quickly telephone the witness when it is time for them to call in or join the hearing by video. The party calling the witness must assure that a witness who may be asked about exhibits will be able to see paper or electronic copies of those exhibits during their testimony. Witnesses may not be assisted by others while they are testifying and may not refer to documents unless shown exhibits by the parties/lawyers. Please inform

your witnesses that if the court is calling them back, the call will be coming from an out of state area code.

EXHIBITS. You must file your exhibits with the court, and share them with all parties, **at least three days before the hearing.** They must be marked with exhibit numbers for plaintiff (starting with 1), and letters for defendant (starting with A), and you must include an exhibit list. If there are many exhibits, check with the clerk to see whether the judge would like hard copies in advance of the hearing. If you wish to reserve exhibits for rebuttal, check with the clerk to find out the judge's policy. Be sure you know how to share an exhibit on your screen if necessary.

TALKING TO COUNSEL. Clients will be able to speak with counsel privately during the hearing (in an online private Webex chat room or in another manner) by asking the judge for a break in the proceedings.

HEARING BEHAVIOR. Telephonic/video hearings are court hearings. The same rules regarding punctuality and courtroom demeanor apply. A remote appearance is treated the same way as a court appearance. Dress appropriately; do not interrupt others; be respectful. Do not refer to or read documents or other materials unless given permission to do so by the judge. Devote your full attention to the hearing. Participate from a quiet location so that you can be heard clearly. Do not have other people in the room aside from your attorney. **NEVER PARTICIPATE IN A HEARING WHILE OPERATING A MOTOR VEHICLE.**

INTERPRETERS. If you need an interpreter, please contact the court in advance and one will be arranged for you at no cost.

DISABILITY ACCOMMODATIONS. If you need assistance accessing the hearing due to a disability, contact the Clerk's office at 802-775-4394.

WEBEX TECHNICAL QUESTIONS? Please call 802-775-4394.

YOUR LOGIN INFORMATION:

App: Cisco Webex Meeting

Website: <https://vtcourts.webex.com> (you can click on this hyperlink or type this into your browser)

Meeting Number: 179 381 8436

Password: civilonhill