

## ZOOM ORDER:

This Order is being provided for information purposes to all ZOOM attendees regarding the protocol, standards and directives to be followed while participating in a ZOOM hearing in the Municipal Court for the City of Forest Park. This Order is being entered, sua sponte, by the Court to provide notice and information regarding the conducting of hearing, discussions and conferences before the Court.

**IMPORTANT NOTICE REGARDING COURT SESSIONS.** Although this is a virtual hearing; participants must dress accordingly as this is still a Court Session. Please make every effort to log on few minutes early and test your microphone and audio. All participants must rename themselves with first and last name in their profile settings or alternatively, during the meeting by hovering over their name in the “participants” window and clicking "rename." All microphones should be on mute when admitted to the meeting and should remain muted until it's your turn to talk. Headsets are recommended rather than integrated audio and microphones on your computer. Recording of the proceedings is strictly prohibited. You may not publicly disseminate this link. It is only for lawyers, parties, and witnesses. If the courtroom is open, public access will be achieved that way.

**ZOOM RULES AND STANDARDS:** If any changes need to be made, please email me as soon as possible. Attorneys, please remind victims/family of zoom etiquette and presentable attire. Also, please rename all devices to reflect your name and/or title (*i.e. name of respective court personnel-title*---not iPhone 8 or Galaxy 9). Lastly, feel free to contact me via email if you’re experiencing difficulties logging into the meeting. I will do my best to assist. **COURT DECORUM:** Although court proceedings will be handled via Zoom, please adhere to courtroom decorum. **Be mindful of your clothing and background. Try to be in quiet place without other people, activity, or distractions in the background. No eating or chewing gum. The Court will call the calendar as if we were in the courtroom, so please be on time. No operating a vehicle or any other moving piece of equipment while on the ZOOM call.**

**ZOOM PROCEDURES:** You are getting this notice because you have already agreed to conduct your hearing via Zoom. If there was a misunderstanding and you now object, please notify the Court immediately. **ZOOM SESSION:** If you are unfamiliar with Zoom, please go to [www.Zoom.com](http://www.Zoom.com) and review their tutorial. You do not have to have a Zoom account to participate. All you need to do is to go to [Zoom.com](http://Zoom.com), press “Join Meeting” at the top of the screen, and type in the meeting id number and password. The session will then start. In some cases, you may have to download the Zoom application so do not wait until the last minute to open Zoom on your computer. When you first come into the online session, you will enter a waiting room. You will be unable to talk to other participants until the hearing begins. If you have any technical difficulty getting into the session, please immediately email **Lizzie Garcia at [Lgarcia@forestparkga.gov](mailto:Lgarcia@forestparkga.gov).**

**ZOOM EQUIPMENT:** Every participants must have his/her own device. No sharing. The device must have an operable camera and microphone. The Court will not conduct the hearing without being able to see all participants after providing a legal form of pictorial identification such as a driver's license, passport and or state ID. If you are disruptive, the Court will conclude the session or remove you from the proceedings. Despite our new venue regarding virtual hearing, you can still be held in contempt of court for the violation of court orders or directives. **This notice constitutes a Court directive.**

**COURT REPORTER / INTERPRETERS:** Upon request by a party or Court personnel, the Court will supply interpretative services Parties are still responsible for contacting a court reporter if they want their hearing recorded and must advise the court reporter that the hearing will be conducted via ZOOM. Zoom does record but it will not be an official record; so, it does not preserve for appellate purposes! **NO RECORDING OF ZOOM PROCEEDINGS WITHOUT PERMISSION:** Just like in court, no party can record the Zoom session without permission. Note that the Georgia Supreme Court has authorized court reporters to take-down via Zoom and has allowed interpreters and witnesses to be sworn in remotely during the ZOOM hearing.

**FAILURE TO STRICTLY COMPLY WITH THESE DIRECTIVES MAY RESULT IN SANCTIONS BY THE COURT INCLUDING CONTEMPT, PAYMENT OF COSTS DUE TO RESCHEDULING AND OR PERSONAL APPEARANCE FOR RESCHEDULED HEARING.**

**So ORDERED, ADJUDGED AND DECREED THIS 19<sup>TH</sup> DAY OF FEBRUARY, 2021**

**Judge, Ronald J. Freeman, Sr  
Municipal Court of Forest Park**