

EIGHTEENTH JUDICIAL CIRCUIT POLICIES AND PROCEDURES

Title: Videoconferencing Hearings

Number: SC-18.18

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Court Administrator

I. PURPOSE

To establish policies and procedures for the use of videoconferencing equipment for the Eighteenth Judicial Circuit.

II. POLICY

Videoconferencing equipment for the Eighteenth Judicial Circuit is for the use of the Court. Trial appearances and judicial hearings receive priority in scheduling the use of the equipment. Other constitutional offices (Public Defender, State Attorney, Board of County Commissioners, and Clerk) and court appointed counsel may schedule the use of the equipment on a not to interfere basis with the permission of the Court. The requesting party must pay all additional costs unless waived by the Court Administrator. Once use of the videoconferencing equipment has been confirmed and scheduled, the reservation can only be changed by agreement of all parties or order of the Chief Judge.

III. PROCEDURES

1. The Court orders the use of videoconferencing (VC) by granting a party's motion.
2. The attorney relays requested date, time, and duration to the Judicial Assistant.
3. The Judicial Assistant schedules appropriate hearing room or courtroom and provides Court Technology with a copy of motion and schedule.
4. Requesting Party locates a remote VC site with compatible hardware and software.
5. Requesting Party reserves remote VC site and arranges to pay all charges directly.
6. Requesting Party and/or the Judicial Assistant provides Court Technology the name and phone number of requesting party technical contact or vendor.
7. Court Technology conducts a compatibility test with the requesting party or vendor and reports outcome to Judicial Assistant.
8. After a successful compatibility test, the Judicial Assistant confirms VC schedule and notifies the Requesting Party.
9. The Judicial Assistant notifies Court Technology as to the availability of courtroom so that the VC equipment is set up for four hours prior to scheduled videoconference.
10. Court Technology establishes the connection at the schedule time.

IV. VENDORS

The Eighteenth Judicial Courts currently support the following methods of videoconferencing.

1. Polycom systems by addressing over the internet.
2. Skype
3. Google Video Chat