

REMOTE PARTICIPATION AND ATTENDANCE

- **Remote Attendance at Dockets, Status, Scheduling, and Pretrial Conferences** – The Wichita Division uses Zoom for Government (Audio). When remote attendance is authorized and video of the proceedings is not provided, this link or dial-in information should be used.

<https://www.zoomgov.com/j/1609955830?pwd=MDlMMmM2eTR2dnY5NGxzZlFCUlhJdz09>

OR

Dial: 551 285 1373 or 646 828 7666

Meeting ID: 160 995 5830

Passcode: 099541

- When attending via Zoom Audio, identify yourself on your device and also verbally if requested by staff or the Court, and state your name prior to each time you speak for clear identification on the record.
 - MUTE your phone until your case is called and until you are addressing the Court. Avoid using speaker phone, Bluetooth, and other hands-free features when addressing the Court, as these features often interfere with a clear record. Do NOT place your phone on HOLD, as this may cause background music to be played, which will result in your connection being terminated by the Court. **RECORDING OR BROADCAST OF COURT PROCEEDINGS IN ANY MANNER IS PROHIBITED.**
- **Trials, Evidentiary Hearings and Oral Arguments** – Those with Court approval to attend remotely will be provided with the information necessary to link to the appropriate Zoom Video or Audio session. **RECORDING OR BROADCAST OF COURT PROCEEDINGS IN ANY MANNER IS PROHIBITED.**
 - **Prior Notice of Intent to Participate in Trial, Evidentiary Hearing or Oral Argument Via Zoom.** If virtual appearance/attendance is approved by the Court, no later than ***three***

(3) business days prior to the scheduled hearing/trial date,

provide to KSBml.Wichita.CRDs@ksb.uscourts.gov a list of all (1) *attorneys* and *unrepresented parties*, including the person's first and last names, affiliation, party represented, telephone number and email address, and (2) *witnesses* (including first and last names, title(s), affiliation, phone number and email address) who will be participating via Zoom. Anyone who will be connecting by telephone must provide the Court with the telephone number that will be used to connect to the trial or hearing, along with the first and last name of the participant. Prior to the proceeding the Court will circulate the Zoom link to such participants by email. When emailing the Court please identify the specific case and Zoom hearing you are emailing about in the subject line.

- **Remote Witnesses** – Any witness called to testify from a different location than the courtroom (“Remote Witness”) shall be sworn in over Zoom, and such testimony will have the same effect as if the Remote Witness were sworn in person. The party offering the Remote Witness shall be responsible for ensuring that the Zoom link, and all exhibits from all parties are supplied to the Remote Witness in hard copy prior to, or in the case of impeachment exhibits, in an accessible form at the hearing. No person other than counsel may be present during the testimony in the room with the Remote Witness. When counsel is questioning a Remote Witness, both the Remote Witness and counsel should be visible to the Court and other counsel. Best practice is for counsel and Remote Witnesses, as well as parties, to have separate Zoom cameras. While the Remote Witness is testifying, unless permission has been given by the Court, the Remote Witness may not have in the room any paper or electronic documents except any declaration previously submitted and approved by the Court in lieu of direct testimony, and all exhibits submitted to the Court.

- **Audio Attendance by Observers at a Virtual Trial, Evidentiary Hearing** – In accordance with the broadcast policy of the Judicial Conference of the United States for public access to civil and bankruptcy proceedings effective September 22, 2023, no member of the press or public may observe any hearing by video but may listen to audio of proceedings not involving testifying witnesses. If you are not a party and want to listen to a non-evidentiary proceeding, by no later than ***24 hours prior to the scheduled hearing/trial date***, send an email to the Court requesting permission to attend via Zoom Audio to KSBml.Wichita.CRDs@ksb.uscourts.gov. The Court has discretion about such attendance and will consider factors such as whether the proceeding is being conducted in whole or in part in person in the courtroom. If granted permission to listen remotely, you must provide the Court with the first and last names of each person who will connect. Prior to the proceeding, the Court will circulate the Zoom Audio link. Keep your device muted at all times unless you are addressed by the Court. **RECORDING OR BROADCAST OF COURT PROCEEDINGS IN ANY MANNER IS PROHIBITED.**
- **Checking in for Zoom Proceeding.** All participants seeking to join the virtual evidentiary proceeding should connect 15 minutes before the scheduled start time. When participants sign in to Zoom for Government and add their names, they must type in the first and last name. Participants who type in only their first name, a phone number, a nickname, or initials will not be admitted into the virtual hearing or trial.
- **Virtual Protocol.** Participants should mute their devices when not addressing the Court. Avoid speaker phone, Bluetooth, and other hands-free features when addressing the Court, as these features often cause audio interference and result in a garbled record of the proceedings.

- **Courtroom Formalities.** A virtual hearing or trial is a court proceeding, and any photographs or recording other than the official court record is prohibited by D. Kan. Rule 83.2.1. **RECORDING OR BROADCAST OF COURT PROCEEDINGS IN ANY MANNER IS PROHIBITED.** The formalities of a courtroom must be observed, except that the Court will permit counsel and witnesses to remain seated when addressing the Court. Using “Gallery View” is recommended to allow viewing of all participants at the same time. Please be aware that there may be a slight delay between the time words are spoken and when they are heard by others. Please try to avoid speaking over others.

- **Questions** – For questions or if you have not received an expected Zoom conference email, please email [KSBml Wichita CRDs@ksb.uscourts.gov](mailto:KSBml_Wichita_CRDs@ksb.uscourts.gov) or call (316) 315-4110.