

San Juan County Superior Court

REMOTE COURT APPEARANCE PROCEDURES

Starting December 1: Teams for Remote Audio/Video Court Appearances

The COVID-19 Emergency Orders require MOST hearings to be conducted remotely with parties on videoconference or phone. To protect public health, the public is encouraged to participate remotely, rather than coming to court in person.

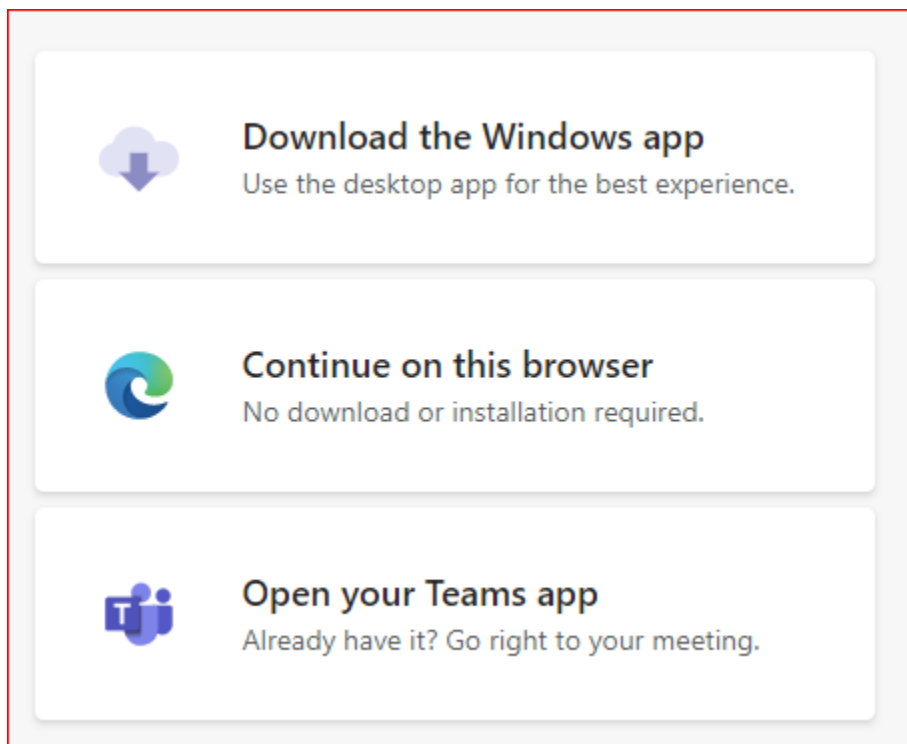
You may share this information with other parties who may wish to participate.

RULES FOR REMOTE COURT APPEARANCES:

1. Join the meeting from a good connection and from a quiet location.
2. Mute your device until your case is called.
3. Wait to speak until your case is called and the Judge takes roll call; then state your name.
4. Tell the Judge if you cannot hear or understand what is being said in your case.
5. If you are represented by an attorney, talk to your attorney about who will speak.
6. Follow direction from the Judge about when it is your turn to speak; do not interrupt.
7. If you have an objection to what the other side is saying, simply state, "objection". If you hear the person for the other side say, "objection", you must stop speaking and wait for direction from the Judge as to who should speak next.
8. Feel free to ask questions if you do not understand the process during the hearing.

INSTRUCTIONS FOR CONNECTIVITY -MICROSOFT TEAMS-

- NOTE: using web browsers Microsoft Edge or Chrome, even on a MAC, eliminates the need for downloading the Teams App.
- click the ‘**Join The Meeting**’. Via your web browser you will be presented with options:



Alternatively, in advance, you can download the app.

Teams App Download Instructions:

PC users:

<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

This site will detect what OS you have and download what is needed.

Mac users:

<https://www.lifewire.com/install-and-set-up-microsoft-teams-for-mac-5071035>