



## PROTOCOL FOR WEBEX HEARINGS

### Before the WebEx hearing:

- Find a **quiet place** to participate in the hearing. This can be a room inside your residence or even your car. **Please do not** move from room-to-room, so find a quiet place to stay for the duration of the hearing.
- Please silence your phone and turn off your television before entering the WebEx. You may utilize your phone to communicate directly with your attorney during the WebEx, but it should still be on silent mode and you should refrain from using the phone for any other reasons during the hearing.
- To assure good audio reception, attorneys may want to use a headset. If they don't want to be tethered to the computer, a good pair of wireless earbuds work beautifully.
- When you are setting up your camera, please try to **center your face** in the screen without any controls covering your face so the court can see you clearly.
- It may be helpful to test WebEx the night before or at some point *before* the meeting to ensure you are on time for your hearing and know how to use the WebEx platform <https://www.webex.com/test-meeting.html>
- Briefs need to be submitted 72 hours prior to the hearing. Please send to the TCC Brittany Odum by email. [Brittany.M.Odum@nccourts.org](mailto:Brittany.M.Odum@nccourts.org)
- Inform the court if you desire to share evidence during the hearing. Evidence will need to be submitted to the clerk's office and the court reporter after the hearing if admitted to the court.



### During the WebEx hearing:

- Notwithstanding the use of video conferencing, proper courtroom decorum as outlined in Rule 12 of the General Rules of Practice for the Superior and District Courts is required.
- Do not smoke, drink, or eat during the WebEx.
- If someone is there with you, **please let your lawyer or the court know** at the beginning of the WebEx. You may have someone else there with you if they are **not** disruptive or distracting for support, but the court will need to know for the record.
- Participants need to identify themselves before they speak and speak slowly. There can sometimes be a lag in the audio using WebEx.
- Masks are not needed in a WebEx hearing. If the participant is not in the room alone, please lower mask when speaking.
- Look into the camera and speak directly into the laptop microphone.
- As a matter of common courtesy, please allow the judge (or any speaker) to complete their statement before interrupting. Talking over each other obliterates words that are spoken and results in dashes and an incomplete record.
- All participants please mute yourself unless you are speaking to avoid any background noise or feedback. Anything you say will be recorded on video and in the court transcript.
- Listen to what is being said and pay attention to what is happening. At some point the judge may ask you if you have any comments or would like to add anything for the record so it is in your best interest to listen.
- Raise your hand immediately if you object, this will notify the judge and the speaker that you need to speak.

### After the WebEx hearing:

- Just as in open court, any documents, slides, citations provided to counsel and the Court should also be provided to the court reporter via email at the end of the WebEx hearing.

