

**POLICY MEMO FOR THE JUVENILE COURTS OF CHATTOOGA, DADE AND WALKER
COUNTIES**

FILED IN OFFICE

From: Judge Steven M. Ellis



MAY 19 2020

Cathy Brown
CLERK

RE: Participating in Court Hearings Via Video Conference

Platform: The Court will be using Zoom as the platform for video conferencing

Persons Who May Appear Via Zoom: Parties (including putative fathers whether they are a full party to a case or not), Attorneys of record, DFCS and DJJ representatives whether a party or not, witnesses, CASAs, Guardians Ad Litem, foster parents, placement representatives, other interested persons in the discretion of the Court. "Other interested persons" who want to appear via Zoom shall be brought to the Court's attention by other participants or shall contact the Court directly for the Court to determine whether they will be allowed to appear via Zoom.

Procedure for Obtaining Login Information: Prior to the call of the case, Attorneys, non-represented parties, CASAs, and Guardians Ad Litem shall provide the Court with an email address or cell phone number where they will receive invitations. At the appropriate time, the Court will send an invitation link to such persons. The invitation link will contain the login information for that particular meeting. Attorneys shall provide the login information to their clients, witnesses they intend to call, DFCS representatives, DJJ representatives, foster parents, placement representatives and other represented persons. The Court will provide login information, or direct other participants to provide login information, to anyone who is authorized to log in, but is unable to receive the information otherwise.

Procedure for Entering Hearing: At the time scheduled for the hearing a person is attending, such person shall enter the login information provided and be available in the Zoom waiting room. Prior to the sounding of the case, the Court will allow you to enter the meeting. Every effort should be made by the person giving the login information to the participant to keep the participant updated on anticipated time for the participant being allowed to enter the meeting. If a person is participating in more than one hearing during a meeting, at the end of a hearing, the Court will put that person back into the waiting room until the call of the next hearing.