

STATE OF INDIANA)
)
COUNTY OF MONROE)

SS:

IN THE MONROE CIRCUIT COURT IV

ORDER TO ATTEND COURT BY ZOOM

The parties, attorneys, and witnesses shall appear by video conference or telephone for this case, as show below:

1. AT LEAST A WEEK BEFORE COURT

A. **Organize and Submit Your Exhibits**

1. **Format.** Any document you wish the Judge to review must be submitted as an exhibit in a PDF format (for documents) or commonly readable format for video or audio exhibits. Each exhibit should be labeled with the case number and exhibit number or letter (Plaintiffs should use numbers; Defendants should use letters).
2. **Submitting.** E-file (mandatory for attorneys) or email (if you are self-represented) your exhibits to cc4@co.monroe.in.us (you may point your smartphone camera at the QR code to the left to start the email). If you cannot E-file or email, you may bring or mail your exhibits to Circuit Court IV, 301 N College Avenue, Bloomington, IN 47404. **All exhibits must be received by the Court at least 24 business hours prior to your hearing.** The Judge will not review an exhibit until you offer it in court.
3. **Sharing.** Please be ready with the documents open on the device you intend to use to attend the video hearing. During the hearing, you may share your screen with the other participants.



B. **Choose and Invite or Subpoena Your Witnesses**

If you have any witnesses, they should participate by Zoom, using the same Meeting ID and password (or the same telephone number) as shown below. It is best for them to appear on their own device, in a room separate from you. You may ask witnesses to appear. If you need to provide a subpoena, blank subpoenas are available at the Monroe County Clerk's Office at 301 N. College Avenue.

2. THE DAY BEFORE COURT

- **Smart Phone or Tablet:** Please download the free "ZOOM Cloud Meeting" app.
- **Laptop or Desktop with Webcam:** Please go to www.zoom.us. You may set up a free account if you wish, but no account is necessary.
- **Internet Access.** If you do not have internet access, you may need to make plans to be at a public library to use the library Wi-Fi.
- **Telephone.** You are strongly encouraged to make arrangements to appear by Zoom. If you cannot, please be prepared to call the number listed below.

3. 10 MINUTES PRIOR TO COURT

A. **QR Code to the Courtroom.** You can point your smartphone camera at the square black and white image to the right. Your phone will focus on it and then allow you to click through and you will be linked to the Zoom Courtroom. You may have to choose how to start your audio and if so please select “Wi-Fi or Cellular Data.”



B. **Zoom App or Zoom Website.** Click “Join” or “Join a Meeting” and enter the Meeting ID and password:

Meeting ID: 868 2769 8415
Passcode: 515603

C. **Phone (not preferred).** If you do not have access to a smartphone or other device with a webcam, you may call the number below and enter the Meeting ID and Passcode shown above. If you join by phone you will not be able to see exhibits, the judge, or the other parties.

Phone Number: (312) 626-6799

4. DEFAULT.

Your failure to make the arrangements as stated above shall result in the Court conducting the proceeding without you and may result in default, dismissal, or other such adverse consequences.

5. NO RECORDINGS.

Rule 2.17 of the Indiana Judicial Conduct, entitled, "Prohibiting Broadcasting of Proceedings," provides that judges must prohibit the recording of Court proceedings. Accordingly, you shall not record the proceedings in any manner. Violations of this rule and Order shall be punished by Contempt of Court.

SO ORDERED THIS 5th Day of May 2022.

A handwritten signature in blue ink, appearing to read "Catherine Stafford". The signature is written in a cursive style and is positioned above a horizontal line.

Catherine Stafford, Judge
Monroe Circuit Court IV

TIPS FOR EXHIBITS

Format Exhibits.

Convert all documents and pictures to PDFs. This process is easiest on a computer, but most smartphones can take a picture and turn it into a PDF. If you have an audio or video recording, you will need to provide a copy to the court on a thumb drive or CD.

The Court cannot follow links to your exhibit, due to the risk of viruses.

Group Exhibits Together.

For example, all pictures that are of the same person or event should be in the same PDF. All text messages in a conversation should be in the same PDF.

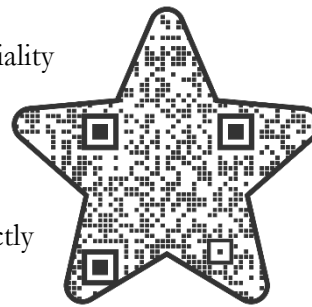
Label Exhibits.

Write “Exhibit A” (and then B, C, etc.) or Exhibit “1” (and then 2, 3, etc.) in the bottom right corner of the front page of each exhibit. Plaintiffs & Petitioners should use numbers; Defendants & Respondents should use letters. Please don’t label exhibits with subparts such as “Exhibit A-1” and “Exhibit A-2.” Just use A, B, C, and 1, 2 3.

Cross Out Confidential Information

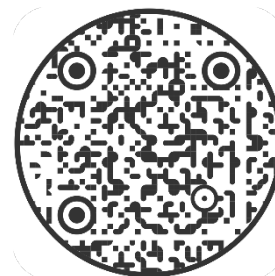
The Indiana Rules on Access to Court Records spell out the confidentiality restrictions on evidence. If your evidence contains SSNs, medical, mental health, substance use, or explicit content, please consult the Rules carefully.

Point your smartphone camera at the star-shaped QR Code to go directly to the Rules on Access to Court Records.



Read the Rules

Point your smartphone camera at the circular QR Code to go directly to all the Rules of Court for Indiana.





Tips for attending remote court hearings

The COVID-19 / Coronavirus public health emergency has led courts in Indiana to begin holding video hearings, and in some cases, courts may livestream the hearings online to allow public access.

If you have an upcoming hearing in an Indiana court, you may be invited to attend remotely, using a video-conferencing app on your phone, tablet, or computer. Follow the instructions provided to you by the court, including the specific information on accessing the video conference. And if you have questions about your hearing, [look up your case on mycase.in.gov](https://mycase.in.gov) or [contact the court directly](#).

Appearing in a video conference is different than appearing in person. The courts want attorneys and litigants—including those representing themselves—to have as positive an interaction as possible. So here are some tips to help you present yourself respectfully to the court over a video connection. These guidelines are meant to give you every advantage to feel comfortable in the virtual environment so you can best represent your position.

Dress the part

Get dressed as you would if you were appearing in court in person. Certain fabrics with stripes or other patterns can appear wavy or distorted on video. If you are worried about this, stick to solid colors only.

Choose the right location

If you're using a phone, tablet, or a notebook computer for the video conference, you may have some flexibility to choose a good room in a private setting for the hearing.

- Do not join the hearing from a car or moving vehicle, while walking, or doing any other activity.
- Don't choose an empty room with mostly hard surfaces like a kitchen. Instead, choose a **small room with soft furnishings**, like a sofa or carpet, which will help prevent echo.
- **Do not hold the device during the hearing.** Choose a spot where you can set up the camera on a table or shelf to stabilize the camera for better video. Set up the camera at your eye level and about an arm's length away.
- To avoid moving around on the video, which can dizzy the other participants, sit in a **chair that doesn't swivel**, and do not stand or pace during the hearing.
- Try to pick a room with a window, and if possible, **sit facing the window**. Try not to sit with a window or other light source behind you, and **avoid using a light over your head**, because it will cast harsh shadows on your face.
- Make sure that what's behind you in the video isn't cluttered and distracting. Sitting **in front of a mostly blank wall** is best.

Avoid distractions

Set **guidelines and expectations in advance** for other people in your home, or whatever space you're using for the hearing.

If possible, **you should be alone in the room**. If others must be present in the same room, tell them they must be quiet during the hearing. Tell them this is an official court proceeding and you need to concentrate.

This is especially important for children. **As the adult, it is up to you** to pre-plan a safe place for your children to be while you are focused on your court hearing. If possible, you should arrange for children to be supervised in another room during your hearing.

If you have pets, put them outside or isolate them in another room.

Behave like you're in court

Remember that the other people in the video conference will be able to see and hear you during the entire hearing.

- When it's your turn to speak, pause for a moment before you begin to make sure everyone is able to hear you. Mute your audio when you are not actively speaking to the court to reduce background noise.
- Speak slowly and clearly.
- Do not smoke or vape.
- Do not eat.
- Do not answer calls or texts during the hearing, even if you are muted.
- Do not speak to others in the room or walk away from the camera during the hearing. If you need a break, ask the judge for a recess.

Other useful tips

- Most courts are using [Zoom](#) to conduct hearings. Test your setup by connecting with a friend or family member over Zoom ahead of your hearing to make sure your choice of location is good, and that you can be seen and heard clearly.
- Join the hearing early in case the application needs to update before it can connect you.
- Have pen and paper handy to take notes.
- Have the phone number for the court handy in case your connection fails. Technology doesn't always work, so if your connection is dropped and you cannot get back into the hearing, be prepared to call and alert court staff as soon as possible.
- If you have a special need, such as the need for an interpreter, contact the court right away after learning of your remote hearing to give them time to assist you.