

# DOUGLAS COUNTY LOCAL COURT RULE ADDENDUM REGARDING VIRTUAL PROCEEDINGS (BY TELEPHONE/ VIDEO CONFERENCING)

## RULE 203

1. Virtual Proceedings are court proceedings and the official record is created by the court reporter or any digital recording made at the direction of the court official. (See Local Rule 201(1)). Nobody shall record or otherwise rebroadcast virtual proceedings without the permission of the magistrate presiding over the proceeding.
2. Participants engaging in any type of virtual proceeding shall be compliant with the Rules of Decorum (Local Rule 214) and shall conduct themselves as if physically present in the courtroom including, but not limited to, **no drinking, smoking, or eating**.
3. Virtual Proceedings are "in court-on the record" proceedings and participants are subject to sanctions for contempt of court.
4. Participants shall be appropriately attired for the courtroom when video conferencing.
5. Participant's background display shall be neutral (avoiding clutter and distraction) and in-court appropriate when videoconferencing.
6. The court will make a determination whether a proceeding will be conducted telephonically or by video teleconferencing. If the court is conducting proceedings by video conferencing, participants shall appear by video (not telephonically) if the technology is available.
7. Participants shall wait until prompted by the judge to speak and will verbally identify themselves prior to speaking so as to alert all observers and the court reporter as to who is speaking.
8. Participants shall display their surname electronically when video conferencing.
9. Sufficient lighting should be used so that the speaker is readily observable when video conferencing.
10. The camera should be at eye level and participant's head and shoulders should be visible at all times when video conferencing.
11. Participants should speak in a measured manner to:
  - a) Improve the clarity and comprehension of the presentation;
  - b) Provide opportunities for the judge to interject and ask questions; and
  - c) Allow for the time delay many electronic devices have in picking up the speaker's voice so as to eliminate participants from talking over one another.
12. Participants must secure the areas of their remote location so as to eliminate ALL distractions and background noise.

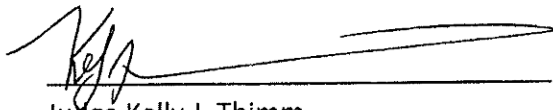
13. Evidentiary hearings via Zoom or by telephone require additional pre-hearing preparation. Any exhibits that are intended to be introduced during a hearing should be filed 48 hours in advance of the hearing and the party seeking the exhibit's admission is required to provide a copy of the exhibit to the opposing party prior to the proceeding.
14. Additional information is available on the Douglas County website regarding virtual courtroom protocol.

ADOPTION AND APPROVAL OF ADDENDUM TO THE DOUGLAS COUNTY LOCAL COURT RULES ADDRESSING VIRTUAL PROCEEDINGS

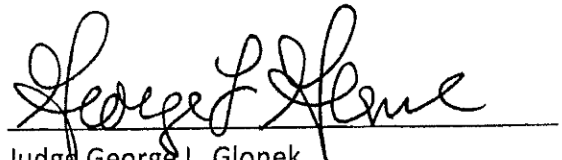
Pursuant to sec. 753.35(1), Stats., the above addendum to the Douglas County Local Court Rules is effective immediately upon the approval of the Douglas County Circuit Court Judges – Kelly J. Thimm, Branch I and George L. Glonek, Branch II, subject to the approval by the Chief Judge of the judicial administrative district, and the other Local Court Rules remain in full force and effect until otherwise amended.

Dated this 8<sup>th</sup> day of December, 2020.

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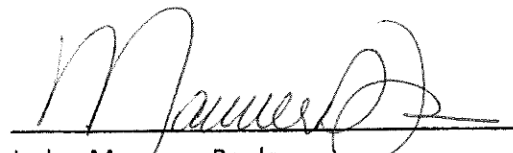
Judge Kelly J. Thimm  
Circuit Court Judge, Branch I



Judge George L. Glonek  
Circuit Court Judge, Branch II

The above Addendum to the Douglas County Local Court Rules is hereby approved.

Dated this 9<sup>th</sup> day of December, 2020



Judge Maureen Boyle  
Chief Judge  
10<sup>th</sup> Judicial District of Wisconsin