

DENVER COUNTY COURT CITY AND COUNTY OF DENVER, COLORADO 1437 Bannock St., Denver, CO 80202 Courtroom 186 Telephone: (720) 865-7930 <hr/>	 Case Number: Div.: Civ. Ctrm:
VIRTUAL COURTROOM PROCEDURES DENVER COUNTY COURT - CIV DIV / CTRM 186 Judge, Beth A. Faragher	

Pursuant to and in accordance with the Amended Administrative Order, dated May 8, 2020, issued in response to the Covid-19 health crisis, unless otherwise notified by the court, all hearings shall be conducted virtually and utilizing the procedures set forth in this memorandum. This will require additional preparation and planning on the part of all counsel, parties, and witnesses. The court expects attorneys to provide their clients and witnesses with the appropriate remote access/call in information before the hearing and to have communicated with their clients and witnesses to assure they know how to access the system before the hearing (not during the first five minutes of the hearing).

MICROSOFT TEAMS INVITATIONS AND GENERAL GUIDANCE

The court will use Microsoft Teams meetings to allow for video and/or telephonic participation. To that end, the court will send a Microsoft Teams invitation to counsel and *pro se* parties to participate in the virtual courtroom. To join, follow the instructions outlined in **Appendix - A**.

Please keep in mind that the courtroom will be open to the public during all virtual hearings unless otherwise ordered by the court.

Audio and/or video recordings of any portion of a virtual hearing is strictly prohibited in accordance with Amended Administrative Order 09-01.

Virtual hearings are court proceedings and all participants shall follow ordinary standards of decorum. Participants should ensure they are appropriately dressed, that their surroundings are quiet and well lit, that their electronic devices are functioning correctly, that they have an adequate internet connection, and that distractions in home environments are minimized.

VIRTUAL COURT GROUND RULES

1. **Notice**: Attorneys shall forward the meeting information to their clients, the Defendant(s) and any witnesses. Plaintiffs who are *Pro Se* will also be required to provide the meeting information to the Defendant(s) and any witnesses.

2. Parties should call in at their regularly scheduled hearing time. Parties dialing into the court shall not interrupt any ongoing proceedings but wait to be acknowledged by the court. It is very important that only one person speak at a time and that parties wait their turn to be called upon to speak. All participants who are not actively speaking should remain muted. Participants who are calling into the conference line telephonically will need to dial *6 to unmute themselves when their case is called.

3. When there are multiple participants in the same room, they are encouraged to use one device in order to prevent audio feedback and disruption. The parties may utilize separate devices if in separate rooms.

4. **Interpreters**: Proceedings with Interpreters (please note that these rules also apply in general so that we can make a good record):

- a. All parties must speak into a microphone or close to the phone.
- b. Parties must speak loudly and clearly.
- c. Parties must pause periodically between statements to facilitate consecutive interpreting.
- d. Only one person may speak at a time, allowing a pause between speakers. Allow the interpreter to render his/her interpretation after each person speaks to avoid confusion.
- e. Background noise, including side conversations and paper shuffling, must be kept to a minimum (microphones should be muted unless you are speaking).
- f. Alert the court and/or interpreter immediately if there are any technical difficulties.

5. **Exhibits**: All proposed exhibits must be uploaded to Case Management under the action line "Proposed Exhibits" at least 48 hours prior to any hearing or trial. Copies should also be provided to the opposing party. Attorneys can upload proposed exhibits

utilizing the Denver County Court e-filing system before the Trial/Hearing. *Pro Se* parties can submit their proposed exhibits to: **dcccourtroom186@denvercountycourt.org**.

All exhibits shall be pre-marked before trial. Plaintiff's exhibits shall be marked in numerical sequence. Defendant's exhibits shall be marked in alphabetical sequence. Parties shall not mix numbers and letters, even for related exhibits (e.g. 1(a), 1(b), 1(c), etc.). If there are more than 26 exhibits for the defendant, exhibits shall thereafter be marked as "AA", "BB", "CC", etc. The case number should also be included on all exhibits. *Pro Se* parties are to include their name and case number on all emailed documents. Exhibits and/or documents filed prior to the hearing are only proposed. The court will make a record as to which exhibits and/or documents will be accepted and admitted the day of the hearing or trial.

Any audio or audiovisual recording that may be offered into evidence must be provided to the court in advance of the hearing on a CD and must be in a format that can be played without proprietary software. Parties are expected to know how to utilize the "share screen" function in Microsoft Teams to publish exhibits for all participants. Parties are encouraged to reach stipulations concerning exhibits and other evidentiary issues. The Colorado Rules of Evidence shall continue to apply in all hearings. Parties should allow additional time for virtual hearings and should anticipate the need to take more frequent breaks.

6. **Name Changes:** Participants appearing for name changes will need to be able to show some form of identification on or before the day of the hearing. If you are appearing via video the judge is going to ask you to place your form of identification in front of the camera for verification. If you're appearing by phone you will need to email a legible form of identification to the court.

The procedures outlined herein are evolving and may be modified or updated periodically. If questions arise, the court's clerk should be contacted at **dcccourtroom186@denvercountycourt.org**

SO ORDERED this 24th day of June, 2020.

BY THE COURT:

/s/ Beth A. Faragher
Beth A. Faragher
County Court Judge

APPENDIX – A

How to Access Virtual Court

Via Smartphone or Computer

Please use the below steps to access your virtual court date via smartphone or computer. You can also click [here](#) to watch a short video tutorial.

APPEARING VIRTUALLY WITH VIDEO (SMARTPHONE OR COMPUTER)



Prior to your court date, download the Microsoft Teams Application to your smartphone or computer.

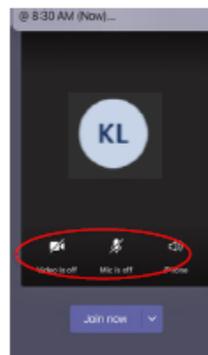
Use the table below to locate your courtroom and the corresponding Microsoft Teams Link.

Courtroom	Link
Parking A	https://bit.ly/2M73SxL
Parking B	https://bit.ly/2zsnM3E
170	https://bit.ly/3d9phCl
175	https://bit.ly/2TlvZHE
186	https://bit.ly/2Xc5qgp
Civil Returns (Shared)	https://bit.ly/3dbz4rt
159 (Protection Orders)	https://bit.ly/2X8u3dO
117 (Small Claims)	https://bit.ly/2M4iw8X
100 (Traffic)	https://bit.ly/2XEMTIk
105 (Traffic)	https://bit.ly/2ZH16al
104 (Traffic)	https://bit.ly/36CTInb

To attend your virtual court date, click the link or type/paste the link into your internet browser.

Clicking the link will launch your Microsoft Teams App on your smartphone or computer and ask if you wish to **Join Now**.

Smartphone



Computer



When you join, your camera and microphone will start in the "off" position. To turn them on, simply click on the video/microphone icons.

During the session, you can tap/mouse the center of your screen at any point to open the toolbar. You can use the toolbar to turn your camera and microphone on/off, control volume, and exit.



How to Access Virtual Court

Via Telephone

Please use the below steps to access your virtual court date via telephone. You can also click [here](#) to watch a short video tutorial.

APPEARING VIRTUALLY VIA TELEPHONE



Please use the table on this flyer to locate your courtroom, and the corresponding **Conference Phone Number** and **Conference ID Number**.

Example:

Courtroom	Phone Number	Conference ID
117 (Small Claims)	720-600-4350	407 099 862#



To attend your virtual court date, call the phone number listed.



You will then be prompted to enter the Conference ID number. Enter the number on your phone.



Upon entering the conference ID number, you will join virtual court and can:

- Listen to the proceedings
- Speak on the record



COURTROOM PHONE NUMBERS / ID NUMBERS

Courtroom	Phone Number	Conference ID
Parking A	720-600-4350	960 480 327#
Parking B	720-600-4350	548 564 534#
170 (Civil)	720-600-4350	662 532 572#
175 (Civil)	720-600-4350	592 934 563#
186 (Civil)	720-600-4350	773 406 813#
Civil Returns (Shared)	720-600-4350	217 603 183#
159 (Protection Orders)	720-600-4350	966 777 381#
117 (Small Claims)	720-600-4350	407 099 862#
100 (Traffic)	720-600-4350	244 031 139#
105 (Traffic)	720-600-4350	506 211 276#
104 (Traffic)	720-600-4350	832 121 895#

Note: if you wish to keep your phone number private, you can press *67 before dialing the courtroom phone number.