

District Court, Jefferson County, Colorado 100 Jefferson County Parkway Golden, CO 80401	
	Div.: 10 Ctrm: 1E
WEBEX PROCEDURES – JEFFERSON COUNTY DISTRICT COURT DIV. 10/CTRM 1E Judge Meinster	

Until otherwise notified by the court, all hearings shall be conducted electronically 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.

I. WEBEX AND GENERAL GUIDANCE

The court will use Cisco Webex meetings to allow for video or audio participation.¹ To join, follow the general instructions below or the more detailed instructions attached to this order.

- **(1) Join via Web (from phone or computer)**
 - copy and paste the address into your browser:
<https://judicial.webex.com/meet/Ann.Meinster>
 - Access Code: 926-961-413
- **(2) Join via Phone**
 - US Toll free number: +1-415-655-0001
 - Meeting Number/Access Code: 926-961-413

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

Audio and/or video recording of any portion of a WebEx hearing is strictly prohibited. Violation of this prohibition may result in the imposition of sanctions including contempt of court.

WebEx hearings are court proceedings and all participants shall follow ordinary standards of courtroom decorum. Participants should ensure they are appropriately dressed, that their surroundings are as quiet as possible and well lit, that their electronic devices are functioning

¹ If the WebEx system becomes unavailable for any reason, the court will utilize its conference line at (712) 775-7031, access code 729-413.

correctly, that they have an adequate internet connection, and that distractions in home environments are minimized to the extent possible.

II. WEBEX HEARING GROUND RULES

- Attorneys shall provide the meeting information to their clients and any witnesses. In all matters requiring compliance with the Victim’s Rights Amendment, the District Attorney shall be responsible to provide the invitation to any victim that desires to appear. The court may also forward hearing information to any member of the public upon request. It is the responsibility of the attorney to ensure clients and witnesses have the necessary contact information.
- **General.** Parties should call in at their regularly scheduled hearing time. Parties dialing into the court shall be respectful of any ongoing proceedings and wait to be acknowledged by the court.
 - **Please remember the importance of a clear and clean record!**
 - It is very important that only one person speak at a time and that parties wait their turn to be called upon to speak.
- Please note the Court may choose to employ a “lock meeting” option for any particular hearing. Anyone who is participating via video but who calls before their hearing time may be placed into a “lobby.” **However, locking the meeting prevents Audio Only, Telephone Call-In Users from joining at all. Instead of being placed in the Lobby, Webex will hang up on them.** If you or your client is calling in and not using the video option, it is essential to call at the time of the hearing and not earlier in order to gain access.
- Three important rules for reducing noise and feedback are: (1) everyone should mute the call unless they are the active speaker; (2) speakerphone should be avoided and (3) no one in the courtroom should have an audio connection to WebEx.
- **Evidentiary Hearings.** See section IV.

III. SPECIFIC PROCEEDINGS

Dependency & Neglect (D&N) Proceedings:

- **Order of Appearance.** After the case is called, please enter appearances in the following order:
 - Assistant County Attorney (ACA)
 - Counsel for Respondent Mother
 - Guardian ad litem (GAL) for Respondent Mother (if there is one)
 - Counsel for Respondent Father
 - GAL for Respondent Father (if there is one)

- GAL for child(ren)
- CASA
- Intervenors, foster parents, etc.
- **ICWA.** Along with your entry of appearance, please answer the two ICWA questions below:
 - (1) any reason to believe this is an Indian child(ren)?
 - (2) any new information on ICWA?
- **Next dates:**
 - **Docket date.** We will set the next docket date on the record.
 - **Contested Hearings.** We won't be able to do any other settings on the record. Anyone requesting a contested hearing shall file a motion with a Notice to Set.
 - **Other. MDT FEMs, PHOM staffings and CMCs will also need to be set off the record.** The Court requests that the ACA's office initiate an email to Bridgette.Kammen@judicial.state.co.us with all parties included, to start the setting process. For CMCs, the court requests that the ACA's select dates from the shared calendar which works for them and their client's schedule, then initiate an email to all parties, copying Clancy.Johnson@judicial.state.co.us on the email.
- **Evidentiary Hearings.** See section IV.

Delinquency Proceedings:

- In accordance with C.R.C.P. 43, with the juvenile's oral or written consent, the Court will allow the juvenile and counsel to appear electronically for all proceedings identified in Rule 43(f). See C.R.J.P. 1 (adopts the Criminal Rules of Procedure for delinquency cases "except as otherwise provided by statute or by these rules").
- The Court may require parties to appear electronically for hearings where consent is not necessary pursuant to CRCP 43(f)(2), (as listed in CRCP 43(e)(2)(I)-(II), (V)-(VIII) per CRCP 43(f)(1)).² Further, the court will not require consent for periodic review hearings related to permanency and other similar hearings not found in the adult criminal justice system. See C.R.S. § 19-1-106(2) ("Hearings may be conducted in an informal manner").
- **Order of Appearance.** After the case is called, please enter appearances in the following order:
 - Assistant District Attorney (DA)
 - Defense Counsel for Juvenile
 - GAL for child (if there is one)
 - Respondent Parent(s)
 - Pre-Trial personnel
 - Probation personnel

² Detention hearing, including first detention hearings on probation or deferred adjudication complaints, (see CRCP 43(e)(2)(I)); Further appearances for the filing of charges or for setting the preliminary hearing, (CRCP 43(e)(2)(II)); Hearings to modify bail, (CRCP 43(e)(2)(III)); Waivers of preliminary hearing (CRCP 43(e)(2)(V)); Restitution hearings (CRCP 43(e)(2)(VI)); Appeal bond hearings (CRCP 43(e)(2)(VII)); Rule 35(b) hearings (CRCP 43(e)(2)(VIII))

- Child welfare personnel
 - Other
- **Evidentiary Hearings.** See Section IV.
- **Pleas.** The court expects the defense attorney to have the plea paperwork signed by the client and uploaded to the case file before the hearing begins. If the juvenile is not appearing by video but only by audio, the court will place the juvenile under oath to obtain a record of personal identifying information to ensure the person on the phone is the proper person to be taking the plea along with a waiver of any objection to appearing by audio only. The court will ask for the juvenile’s full name, date of birth, and last four digits of his or her social security number, if available, and may ask for height, weight, hair and eye color. An attorney may be asked to certify the identity of their client. If the client does not wish to or cannot provide such information, their case cannot be addressed by WebEx and will be reschedule for an in-person appearance of the juvenile. It shall be the defense counsel’s obligation to assert any need for confidential communication during the plea hearing. If confidential communication is needed and none is available, the hearing will be continued. The court will consider temporarily accepting an electronic signature (e.g. /*John Doe*) on plea paperwork on a case-by-case basis, but will require a written guilty plea and waiver of rights bearing the juvenile’s signature to be uploaded in all cases.
- If a juvenile is out of custody, defense counsel must ensure that the juvenile has a means of communicating with defense counsel outside of the WebEx conference in the event there is a need for confidential communication. Parties should not rely on the WebEx chat function to accomplish this alternate communication. The court suggests that such communication occur separately by phone between counsel and client and that the WebEx conference be muted during this time.

Adoption & Relinquishment Proceedings:

Adoption, relinquishment and any other proceedings closed by law or Order may be sent a separate WebEx invitation reflecting the date of the hearing and that shall not be made public.

IV. EVIDENTIARY HEARINGS

- **Proposed Exhibits.**
 - **Able to Email Exhibit.**
 - **D&N Cases:** all proposed exhibits must be emailed in advance of the hearing to 01juvenile@judicial.state.co.us, the court clerk

Bridgette.Kammen@judicial.state.co.us and the law clerk
Christina.Kinsella@judicial.state.co.us.

- **Delinquency Cases:** All proposed exhibits must be uploaded to JPOD in advance of the evidentiary hearing. Additionally, the proposed exhibits must be emailed to the court clerk
Bridgette.Kammen@judicial.state.co.us and the law clerk
Christina.Kinsella@judicial.state.co.us.
- **When not able to Email Exhibit.** If, for some reason, the exhibit cannot be emailed, such as an audio or audiovisual recording, it can be submitted in advance of the hearing on a USB drive and must be in a format that can be played without proprietary software.
- **Presenting Exhibits via WebEx.** Counsel is expected to know how to utilize the “share screen” function in WebEx to publish exhibits for all participants. (**see Attachment 2 for instructions**).
- **Refreshing recollection/Impeachment.** The examining attorney should be prepared to pull up the document on his or her computer screen and then share that screen with the other participants using the Share Content button in the meeting controls. (**see Attachment 2 for instructions**).
- **General.** Parties are encouraged to reach stipulations concerning exhibits and other evidentiary issues. The Colorado Rules of Evidence shall continue to apply in all hearings. A status conference shall be conducted in any case in which an evidentiary hearing is sought to address any procedural issues. Parties should allow additional time for WebEx hearings and should anticipate the need to take more frequent breaks.

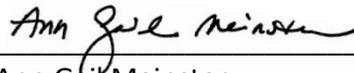
V. INTERPRETERS

- When there is need for interpreter services, all parties and counsel will participate via Webex as usual.
- **In addition**, the party requiring interpretation services shall call the Division 10 conference call line to speak individually with the interpreter. (Please note: if participating in Webex by phone, an additional phone is needed to speak with the interpreter).
 - The conference call line information is:
 - Dial-in Number: (712) 775-7031
 - Access Code: 729-416
- Proceedings with Interpreters (please note that these rules also apply in general so that we can make a good record):
 - All parties must speak into a microphone or close to the phone.
 - Parties must speak loudly and clearly.

- Parties must pause periodically between statements to facilitate consecutive interpreting.
- Only one person may speak at a time, allowing a pause between speakers. This include question/answer sessions: Allow the interpreter to render his/her interpretation after each person speaks to avoid confusion.
- Background noise, including side conversations and paper shuffling, must be kept to a minimum (microphones should be muted unless you are speaking)
- Alert the Court and/or interpreter immediately if there are any technical difficulties.

The procedures outlined herein are evolving and may be modified or updated periodically. If questions arise, the court's Division Clerk should be contacted at Bridgette.Kammen@judicial.state.co.us **AND** the law clerk at Christina.Kinsella@judicial.state.co.us.

DONE AND SIGNED on this 5th day of May 2020



Ann Gail Meinster,
Presiding Juvenile Judge
First Judicial District

1st J.D. WebEx Instructions for Juvenile Hearings

Cisco WebEx allows for video conferencing for *all participants*. Participants without video capabilities, will still be able to participate via audio. The Judicial Officer will host the video conference on the record.

All participants can appear through video conferencing in a virtual meeting room. If a party does not have video capability, they can also call into the “meeting room” by phone.

Joining the Virtual Courtroom (2 methods):

- (1) Join via web (preferred so you can set up an account), or
- (2) Join via phone

(1) Join via Web (from phone or computer)

First you will need to download Cisco WebEx (for free) onto your phone or computer (*see page 3 for instructions for smart phones, and page 4 for computers*)

To join the web conference, you need three pieces of information:

- Which Judicial Officer is hosting the hearing,
- Judicial Officer’s Web link (*see page 2*), and
- Judicial Officer’s Meeting Number/ Access Code (*see page 2*)

(2) Join via Phone

For this you need three pieces of information:

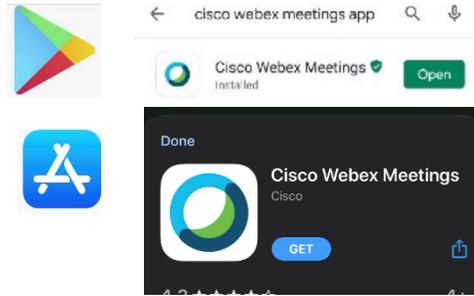
- Which Judicial Officer is hosting the hearing,
- US Toll free number: +1-415-655-0001, and
- Judicial Officer’s Meeting Number/Access Code (*see page 2*)

**1st J.D. Juvenile
WebEx Meeting “Hosts”**

Judicial Officer	Div.	Meeting Nbr / Access Code	Judicial Officer’s Web Link
Judge Meinster	10	926-961-413	https://judicial.webex.com/meet/Ann.Meinster
Magistrate Allen	O	920-364-188	https://judicial.webex.com/meet/Bryce.Allen
Magistrate Loewer	P	921-062-029	https://judicial.webex.com/meet/Ryan.Loewer
Magistrate Carrithers	Q	929-968-639	https://judicial.webex.com/meet/jason.carrithers
Magistrate Tims	R	921-283-125	https://judicial.webex.com/meet/Marianne.Tims
Magistrate Fitzgerald	S	920-720-983	https://judicial.webex.com/meet/andrew.fitzgerald
Magistrate Goeke	V	922-241-939	https://judicial.webex.com/meet/judith.goeke
Magistrate Alabiso	Y	929-435-017	https://judicial.webex.com/meet/Jamin.Alabiso
Clancy Johnson	CMCs	924-781-517	https://judicial.webex.com/meet/Clancy.Johnson

Cisco WebEx Meetings for Smart Phones

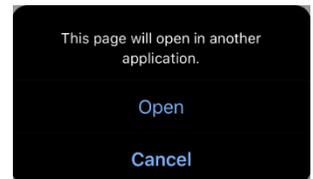
1. On your I-Phone or Android, go to the app store.
2. Search for Cisco WebEx Meetings and download the app.



3. Find out which judicial officer is hosting the hearing, then look up that judicial officer's link and meeting number (see page 2).

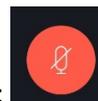
Judicial Officer	Div.	Meeting Nbr / Access Code	Judicial Officer's Web Link
Magistrate Loewer	P	921-062-029	https://judicial.webex.com/meet/Svan.Loewer
Magistrate Fitzgerald	S	920-720-983	https://judicial.webex.com/meet/andrew.fitzgerald
Magistrate		928-261-430	https://judicial.webex.com/meet/Pax.Moultrie

- a. **Using the Meeting Number/Access Code.** Open the WebEx Meeting app and click on the green "join meeting" button. You will be prompted to enter the meeting number, your name, and email address.
- b. **Using the Link.** Click the "Join Meeting" button.
 - i. It will then potentially try to open in your web browser. If it does, click on "open".
 - ii. You will then be directed to the app where it will prompt you to enter your name and email.



4. The app will ask for permission to access your microphone and camera. Please hit "ok" for both and click "join" to officially connect to the meeting/court hearing.

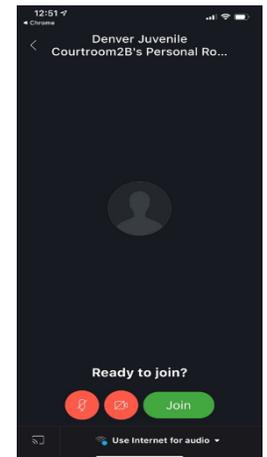
5. The icon looking like this means the microphone is OFF:



6. The icon looking like this means the camera is OFF:



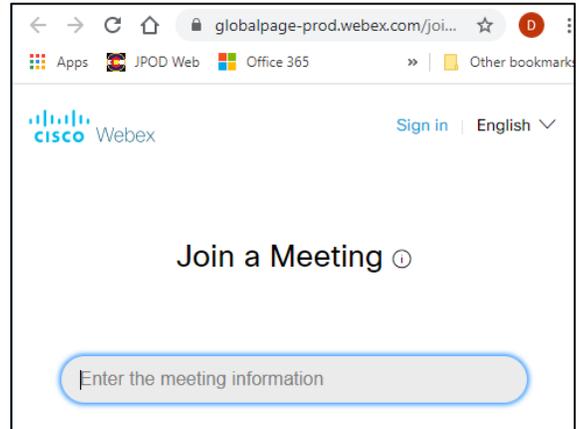
7. If the above icons are grey, this means your microphone and video are active.



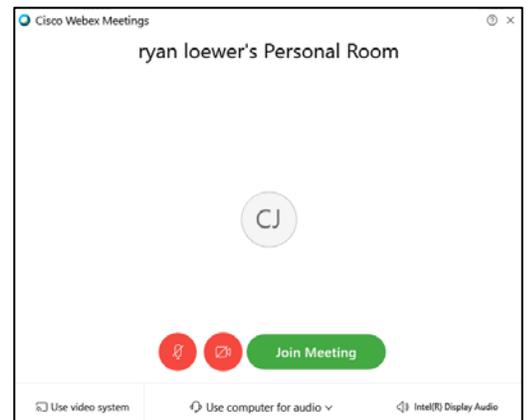
Cisco WebEx Meetings for Computers

1. In your computer browser, go to the Cisco [Webex Join Meeting page](#). (Or you can click on the link for the judicial officer found on page 2)
2. Type in the Meeting code for the judicial officer who is hosting the hearing (see page 2)

Judicial Officer	Div.	Meeting Nbr / Access Code	Judicial Officer's Web Link
Magistrate Loewer	P	921-062-029	https://judicial.webex.com/meet/Ryan.Loewer
Magistrate Fitzgerald	S	920-720-983	https://judicial.webex.com/meet/andrew.fitzgerald
Magistrate		928-261-430	https://judicial.webex.com/meet/Pax.Moultre



3. Let it open "Cisco WebEx Meetings", it might need to download if you have not previously used it. From there, you will be in the virtual courtroom of the judicial officer. You will not join the meeting until you click the green "Join Meeting" button.
4. If the microphone and video buttons are red, you are muted and not on camera.
5. If you click the red buttons you will then be unmuted and on video.



6. Click the green "Join Meeting" button when you are ready.

“Share Screen” Function for Exhibits

Any user can click the share content button to share a program, such as Word or Chrome, or a document, instead of their camera. The attorney offering an exhibit should be prepared to pull up the document on their computer screen and then share that screen with the other participants using the Share Content button in the meeting controls.

These are the Controls. They will hide after a few seconds. Just mouse over the bottom of your screen to bring them back up.



There are two different options to share content in WebEx. (1) share screen- this will share the entire screen, and desktop notifications, IM's and any other automatic programming will appear to conference participants. This is not recommended. **(2) Share program-** this will limit the sharing to the program specified only. No other screen pop-ups will appear to other conference participants. This is the recommended method.

See the image below to learn how to distinguish screen sharing from program sharing.

SHARING CONTENT IN WEBEX

1 **SCREEN**
NOT RECOMMENDED!

Sharing SCREEN NOT Recommended

Screen 1 Screen 2

2 **PROGRAM**

Microsoft Word(1... Cisco Webex Mee... Microsoft OneNo... Skype for Busines...

Microsoft Outloo... Google Chrome(5) Foxit PhantomPD... Foxit PhantomPD...

Mute Mic Mute Camera **Share Screen** Record (Unused) Participants Chat Menu End Call