

## Information for Attorneys Attending Criminal In-courthouse Proceedings

### 1. To do before a proceeding:

- Look for a Notice of Electronic Filing with login information for a Zoom Webinar or AT&T teleconference. For sealed proceedings, the courtroom deputy will email you the information.
- If Zoom, read the [Zoom instructions](#) on the court's website, paying particular attention to the section entitled "Case Participants: In-Person Hearings That Incorporate Zoom." Practice logging in and using Zoom with a headset.
- Complete the court's [pre-screening questionnaire](#).
- Review courthouse [safety protocols](#).
- For proceedings without a jury, the court is committed to limiting the number of people in the courtroom. If family members, witnesses, or victims need to appear in the courtroom, meet and confer with opposing counsel on how to limit the number of people in the courtroom. Provide the Courtroom Deputy with a list of the names of any additional individuals that will be attending.
- For defense counsel, meet with the defendant one or two days before any proceeding. See section 5 below.

### 2. To bring to the courthouse:

- Laptop with camera
- Wired headset with microphone
- Cell phone and charger
- Face covering (please note that masks with an "exhalation valve" do not comply with public health guidance and should not be used)
- For out-of-custody defendants, a laptop and wired headset with microphone

### 3. When you arrive at the courthouse:

If you arrive at the courthouse more than 5 minutes before your scheduled hearing time, please wait in the attorney lounge. Do not enter the courtroom early.

### 4. What to expect in the courtroom:

- A designated spot for each person, for physical distancing
- Hand sanitizer, disinfectant wipes, grabbers to pass paper, gloves, and face coverings
- Laptops and headsets for in-custody defendants and witnesses
- A telephone at the defendant's designated spot. When defense counsel and the defendant need to communicate privately during the proceeding, counsel will use their own cell phone to call the defendant on that telephone.
- In a Zoom hearing, you will be promoted from "attendee" to "panelist" after you log in. You do not need to look at your laptop camera when speaking. The courtroom deputy may direct you to use the headset connected to your laptop to avoid feedback.
- In an AT&T conference call hearing, the courtroom audio system will be used. All participants must speak into the microphone and identify themselves before speaking.

5. What the defendant needs to know prior to the proceeding:

Defense counsel must meet with the defendant a day or two before the proceeding. At that meeting, defense counsel should inform the defendant that at the proceeding:

- The defendant will be seated at a table separate from counsel, for physical distancing.
- The defendant will have a laptop and a way to see, hear, and speak.
- Defense counsel and the defendant will have 15 minutes before the proceeding to confer.
- When defense counsel and the defendant need to communicate privately during the proceeding, counsel will use their own cell phone to call the defendant at the telephone at defendant's designated spot.

6. Defense counsel can meet with the defendant virtually from the USM lockup prior to the hearing. Counsel should contact Candis Mitchell ([Candis\\_Mitchell@fd.org](mailto:Candis_Mitchell@fd.org)) to arrange the meeting.