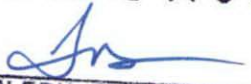


IN THE SUPERIOR COURT OF CHATHAM COUNTY

STATE OF GEORGIA

FILED IN OFFICE

2020 JUN 12 A 8:21


CLERK, SUPERIOR CT
CHATHAM COUNTY, GA

IN RE:

STANDING ORDER FOR VIRTUAL COURT PROCEEDINGS BY WEBEX

DUTIES OF ATTORNEYS AND PRO SE LITIGANTS

In keeping with the protection of public health, the administration of justice during the pandemic and the orders of the Chief Justice of the Georgia Supreme Court,

It is now therefore ORDERED that:

Civil, domestic and some criminal proceedings will be conducted by Webex, a videoconferencing application, in accordance with Uniform Superior Court Rule 9.

Attorneys and pro se parties are advised to obtain the Cisco Webex app to participate as a video participant. Without the app, participation is limited to audio.

The court will send a Webex invitation to counsel and self-represented parties to participate in the virtual courtroom.

Attorneys must forward the invitation to the client and witnesses and pro se litigants must do the same with respect to witnesses.

The Attorney/pro se party must announce the means by which the witness will be participating, via video, audio on computer or call-in to the number in the invitation.

Prior to the hearing, the Attorney shall have communicated with the client and witnesses to assure they know how to access the system before the hearing and are familiar with the instructions set forth here.

Courtroom rules of decorum, appropriate dress, demeanor and adherence to courtroom standards of conduct apply equally to Webex hearings.

Attorneys are expected to control their clients' participation by insuring the client is in a quiet, well lit location; the client and witnesses have the necessary means of access and an adequate internet connection.

Distractions caused by failure to adhere to these rules may result in terminating the hearing:

Neither a participant nor a nonparticipant may speak unless in response to a question. Spectators may only listen and watch and are not to interfere or interrupt the proceedings. Such conduct may result in exclusion from the proceedings.

Sequestered witnesses shall not listen to or view the proceedings.

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All participants shall remain muted until permitted by the court to "unmute." Participants shall not speak at the same time or interrupt the proceedings.

Attorneys shall "unmute" to make objections. Clients and witnesses should be instructed as part of the prehearing preparation to stop speaking when an objection is made.

Evidence in the form of exhibits such as documents, photographs, and audio-video recordings must be submitted via email and/or delivered to the court prior to the hearing. Attorneys shall use the share screen feature to show the exhibit once it is admitted. AV recordings shall be downloaded to a jump drive and delivered to the Court.

Stipulations to authenticity, admissibility, and facts to which the parties agree should be utilized extensively to lessen the time required for presentation of evidence. Stipulations should be writing and published to the Court in the Pretrial Order.

So Ordered, this 12th day of June 2020.

A handwritten signature in blue ink, appearing to read 'Penny Haas Freeseemann', written over a horizontal line.

Chief Judge Penny Haas Freeseemann
Eastern Judicial Circuit
State of Georgia