

1. Purpose:

- 1.1. The Fifteenth Judicial Circuit is engaging in a program to determine whether allowing attorneys to appear by video conference for non-evidentiary hearings will increase efficiency and will promote the administration of justice.
- 1.2. In general, "Acceptable Use" means the processes/procedures governing the use of video conferencing for remote appearances by parties within the 15th judicial circuit.

2. Scope:

- 2.1.1. The scope of this policy applies to non-evidentiary video appearances within the Fifteenth Circuit, as defined in Administrative Order 3.910.
- 2.1.2. Any exception to these policies must be secured in writing in advance of the event from the presiding officer.

3. Operations:

- 3.1. All vendors providing video conferencing services for this program will use:
 - 3.1.1. Court-provided hardware;
 - 3.1.2. A Court-approved web based solution (not client based). A list of approved web based solutions is available at <https://15thcircuit.com/services/court-technology/approved-video>
- 3.2. The requesting party must pay all costs (e.g., remote room use fees, scheduling fees, line and long distance charges when applicable, etc.).
- 3.3. Both the party and the vendor are responsible to ensure that no recording of any part of the hearing is created by the software, or as a result of the video appearance.
- 3.4. Each event requires a unique session connection (no "party line" for multiple customers scheduled at different intervals).
- 3.5. Video appearances must be scheduled at least 2 business days prior to the event date/time.
- 3.6. All video providers/facilitators agree will comply with any applicable divisional instructions
- 3.7. The current rate charged per event is \$60.00 (sixty dollars).
- 3.8. Any vendor, including its subsidiaries or related companies, which provides video conferencing services will not record the proceedings for later publication or use.
 - 3.8.1. Use includes by video, audio or written transcript.
 - 3.8.2. Recording includes recording by different equipment.
 - 3.8.3. Proceedings include the hearing which is being video conferenced or any other hearing before the presiding judge during the same court docket.

3.9 No vendor may solicit business for any of the services that they provide while in the courthouse. This includes the distribution of business cards, advertising on the cameras, clothing, and video conference webpage.

4. Remedy/Support

4.1. Neither Court Administration nor Court Technology is responsible for network outages that may prevent video connectivity.

4.2. Support Hotline:

4.2.1. Each vendor will provide the Court with an emergency hotline number for critical technical support for ongoing court proceedings.

4.2.2. This hotline will be used exclusively for judicial officers/support staff during a court event when technical issues prevent the event from proceeding.

4.2.3. Judicial officers calling this number shall be connected to live technical support within 20 seconds of connecting the call.

4.2.4. The hotline shall be staffed 15 minutes before each scheduled hearing and shall remain staffed for the duration of the hearing.

4.2.5. This hotline is only required to be staffed per 4.2.4

I have read and agree to the Fifteenth Circuit's Video Appearance Acceptable Use Policy. I understand that failure to comply with this policy may result in revocation of permission for me to participate in the Fifteenth Circuit's Video Appearance Program.

Vendor Representative Signature Title Date Company

Print Name () _____
Phone Number _____@_____
Email Contact

Support Hotline Number (Section 4.2.1) () _____ - _____