

IN THE DISTRICT AND JUVENILE COURTS
OF THE THIRD JUDICIAL DISTRICT
WITHIN AND FOR SWEETWATER COUNTY, WYOMING
GENERAL ORDER 2021-01 ATTACHMENT A.

**ATTORNEY AND LITIGANT REQUIREMENTS FOR
VIDEOCONFERENCING**

PURSUANT TO *General Order No. 2021-01* entered into by the District and Juvenile Court Judges of Sweetwater County, Richard L. Lavery and Suzannah Gambell Robinson on September 21, 2021, and filed with the Sweetwater County Clerk of District Court all attorneys and litigants appearing by videoconference shall be subject to the following requirements:

- (1) Appearing through Microsoft Teams. Wyoming courtrooms are equipped with a Microsoft HUB which allows for, among other things, appearances by video conference. The video conferencing platform used by the Wyoming courts is Microsoft Teams.
- (2) In civil cases, the parties shall contact the Court and provide all email addresses to the Court of **all participants or attendees of the hearing, including spectators** by 12 p.m. (noon) two working days before the hearing, unless the court provides notice such is required at a sooner date. This information should be provided to: hbramwell@courts.state.wy.us and jd3lawclerkb@courts.state.wy.us for Judge Lavery, and aeychner@courts.state.wy.us and enewell@courts.state.wy.us for Judge Robinson.
- (3) In criminal and juvenile cases, **IT IS THE RESPONSIBILITY** of the **hearing participant** to contact one of the following with current telephone and e-mail information **no less than 24 hours prior to the scheduled hearing**:
 - 1) the Sweetwater County and Prosecuting Attorney's office,
 - 2) defense counsel if any,
 - 3) guardian ad litem if any,
 - 4) DFS caseworker if any or,
 - 5) Sweetwater County Juvenile Probation.

IT IS THEN THE RESPONSIBILITY of the **above individuals** to coordinate and provide to the Court, in one email, all participant's names and

e-mail addresses, **no less than 24 hours before the scheduled hearing**, unless the court provides notice such is required at a sooner date. This information should be provided to: hbramwell@courts.state.wy.us and jd3lawclerkb@courts.state.wy.us for Judge Lavery, and aeychner@courts.state.wy.us and enewell@courts.state.wy.us for Judge Robinson.

- (4) The hearing participants may then expect to receive a Microsoft Teams invitation from the Court to join the proceeding. The invite will arrive by email. Invitations to hearings can only be made by the Court. For certain proceedings, the Court will allow the forwarding of invites to other parties for purposes of participating in the hearing. If such is not allowed, all invitations must be provided directly by the Court.
- (5) No less than five minutes prior to the meeting time, open the email and click directly on “JOIN MICROSOFT TEAMS MEETING” to connect to the hearing. You may be asked to join the meeting through the Web or to download the free Teams App. For best results, download the free Teams App and it will automatically join the hearing when the download is completed.
- (6) All parties, counsel, and witnesses shall use the video feature for appearance at the hearing (not the audio-only feature). Note that the Court’s Staff Attorney may appear as a conference participant on your screen but without video.
- (7) Everyone appearing by video should mute their microphone, through the mute icon on the Teams screen, until they need to speak. Participants appearing with permission of the Court by phone only shall also mute their phone, or press *6 to mute/unmute, until they need to speak.
- (8) Everyone must observe ordinary courtroom decorum while appearing by video. Failure to observe ordinary courtroom decorum will be deemed waiver of attendance at the hearing. The Court will remove from the video conference anyone who fails to observe ordinary courtroom decorum as directed by the Court.
- (9) *Technical Requirements.* All parties, counsel, and witnesses in the conference will need to be using a device with a camera and a microphone, such as a laptop computer, desktop computer with those features, an iPad or other tablet, a smart phone, or other similarly equipped device. A participant without video conference capability may participate telephonically on a case-by-case basis with permission from the Court. An internet connection will be required. We recommend using an internet connection as opposed to wireless data. Some jurisdictions have identified connectivity issues when using cellular data for

the connection. An email address is also required to obtain the Team invitation.

- (10) Conference participants should be indoors in a quiet location, preferably without others present. If that is not possible, others in that location may not speak or coach or otherwise assist a witness or party in their testimony.
- (11) For public proceedings, attendees who are not parties, counsel, or witnesses may attend by dialing the call-in number and using the Conference ID in the Teams invite email. Attendees must mute the microphone on their telephone (or press *6 on a cell phone to mute/unmute) or computer. Attendees who are not parties, counsel, or witnesses (public, families and press) may attend.
- (12) By ORDER of the Court, video or teleconference attendees are prohibited from using any audio, video or other form of recording equipment to record proceedings. Photographs or screenshots of proceedings are also prohibited. Violation of this is subject to contempt of court actions which could result in a criminal charge with penalties of jail time, fines, or both.
- (13) Exhibits. Prior to the hearing, any exhibits that counsel wish to introduce at the hearing shall be furnished to (1) the witness to be used for that evidence, (2) opposing counsel, and (3) to the Court. Each exhibit shall be clearly marked according to an exhibit list that is to be provided no later than 5 days before a hearing. Failure to so provide exhibits pursuant to these guidelines will result in the preclusion of the exhibits. This includes rebuttal exhibits, except, on a case-by-case basis, true rebuttal if a party shows good cause for not disclosing in advance.
- (14) Exhibits sent to the Court should be sent by email to the Court's Judicial Assistant and the Court's Staff Attorney at hbramwell@courts.state.wy.us and jd3lawclerkb@courts.state.wy.us for Judge Lavery, and at aeychner@courts.state.wy.us and enewell@courts.state.wy.us for Judge Robinson.
- (15) The exhibits that were provided to the Court, if admitted into evidence, shall be considered the original exhibits when video hearings are held, unless a substitution is required and approved by the Court such as for certified copies, maps, high quality photographs, or similar documents where an electronic copy is not appropriate. In the event such originals are to be provided to the Court, counsel should contact the Court's Judicial Assistant for appropriate protocols. Witnesses shall not alter or amend exhibits during their testimony without Court permission.

EFFECTIVE DATE: September 21, 2021