

In the Matter of

And

Case No.

Court No.

NOTICE OF HEARING

The court will hold a hearing over the document(s) titled _____ on _____ at _____ in Division _____. This hearing will be held by video, don't appear at courthouse. Parties are responsible for updating contact information with court. Email Judge's assistant no later than 5:00pm the day before your hearing for the link to attend your hearing.

Please use a device with working camera, speakers and microphone.

You may locate your Judge and assistant contact information at: <https://courts.jocogov.org/judges.aspx>

Filing party signature

Name:

Address:

City, State, Zip:

Telephone Number:

Email:

CERTIFICATE OF SERVICE AND MAILING

On _____ a true copy of this Notice was sent to the below listed parties by US prepaid postal mail and in addition to electronic delivery of email to the following addresses:

Name: _____

Address: _____

City, State, Zip Code: _____

Email: _____

Name: _____

Address: _____

City, State, Zip Code: _____

Email: _____

Filing party signature

Name _____

How to make your court video hearing better

Before the Video Hearing

1. **Read** the video conferencing procedures. A more complete list of suggestions can be found at <http://courts.jocogov.org>
2. Make sure you have access to a computer, tablet or smartphone. Your device needs a **camera, speakers and a microphone.**
3. You will receive an **invitation** by email with instructions. **Accept the invitation.** An entry will appear on your calendar. A few minutes before the hearing is to start, double-click the calendar entry and follow the directions to enter the hearing.
4. **TEST YOUR EQUIPMENT.** Go to <http://zoom.us/test>, or follow the link in the calendar entry.

During the Video Hearing

5. **Find a quiet place to be for your video hearing.** Find a place to sit, Please do not walk around or participate while driving.
6. The hearing will usually be **recorded.** Please don't talk at the same time or interrupt.
7. **No recording.** No one other than the judge is allowed to record the video hearing.
8. **You may forward the invitation** to witnesses or others if you tell the judge's assistant.
9. Don't have two Zoom **apps running in the same room** at the same time.
10. Don't put **papers, folders** or anything else that creates noise near your microphone.
11. **Dress** in a soft solid color. Avoid busy patterns or narrow stripes.
12. If **anyone else is in the room with you**, tell the judge at the start of the hearing.
13. **No one under 18** may be in the room with you unless the judge allows it.
14. Be aware of **what is behind you.**
15. **Check the lighting.** Too much light from behind or above you might cause video problems. Put a lamp, or sit facing a window, where light is directly on your face.
16. **Exhibits** must be sent to the court at least 24 hours before the hearing. Send them to the judge's assistant with a **copy to the other side.** If you are unable to contact the other side, send an email to the judge's assistant explaining the problem.
17. **Turn off all electronic devices** other than the one running the video hearing app. If you need another device during the hearing, ask the judge for permission.
18. **No program or window** other than Zoom may be open on any computer or electronic device unless the judge allows it. No one is allowed to pass the notes or talk during the hearing unless the judge allows it.
19. **Interpreters.** If you or witness needs an interpreter, please contact the court at least seven days in advance.
20. If you have **other questions** about how the hearing will be held, contact the judge's assistant.