

Zoom Hearing Protocol

To request a Zoom hearing follow the steps below:

- Requests should be made no later than five (5) days before the hearing (however, the court will grant certain exceptions*)
 - *If you are making the request later than five (5) days prior to the hearing, call the court as soon as possible to let them know of your request. You will still need to submit the above email request, but the court can be on the lookout for the email. The court can be reached at 215-686-2910.
- The request MUST include your client's email address and a signed Certificate of Compliance (a blank Certificate of Compliance is below)
- Send the request to ALL THREE (3) of the following email addresses:
kimberly.oliver@courts.phila.gov; krista.mariotti@courts.phila.gov;
kim.howlett@courts.phila.gov

Once the court accepts the request, all parties and counsel will receive an email from the court requesting a response to confirm your attendance via Zoom. The email includes a link to register in advance for this meeting. If you are attending via Zoom, click the link and follow the instructions; if your client will be attending by Zoom, instruct them to look for the email and do the same. Once registered, the Zoom hearing information will arrive in an email from FJD Virtual Courtroom – the Zoom login information as well as the direct link are included in that email. On the day of the hearing just click the link or enter the login information into Zoom to enter the virtual waiting room. Instruct your client to do the same.

NOTE: Do not be alarmed if you and/or your client are in the virtual waiting room for quite some time. If you have waited a long time (longer than 30 minutes) and are worried something is wrong, you can call Court Administration at 215-686-2910 to make sure the court knows where to reach you.

To submit documents and exhibits to the court:

- If your Zoom request has already been scheduled and you need to supply the Court with further documents and exhibits, send a copy of your documents to all parties and email your documents to the court so that they may be uploaded to the court docket. Send your exhibits to ALL THREE (3) of the following email addresses: erin.ferry@courts.phila.gov; danielle.harris@courts.phila.gov;
laura.krausei@courts.phila.gov

The same information above applies to requesting a telephonic hearing for you or your client:

- The request MUST include your phone number, your client's phone number, and a signed Certificate of Compliance
- Send the request to ALL THREE (3) of the following email addresses:
kimberly.oliver@courts.phila.gov; krista.mariotti@courts.phila.gov;
kim.howlett@courts.phila.gov
- Submit documents and exhibits to the court the same as above.

Official notice from the court is below. If you have any questions about the remote hearings, please reach out Vijaya Singh at vsingh@phillyvip.org



**IN THE PHILADELPHIA MUNICIPAL COURT
CIVIL DIVISION**

NOTICE OF RIGHT TO APPEAR IN PERSON, VIA ZOOM OR TELEPHONICALLY

You may appear at the hearing Via Zoom, Telephonically or In Person. If you wish to attend Via Zoom or Telephonically, please notify the court of your desire to do so by calling the court at 215-686-2910 no later than five days before the hearing. Untimely requests maybe accommodated based upon both timeliness of the request and the requester's ability to submit exhibits for docketing prior the hearing.

It is hereby ORDRED that all parties participating in Zoom and telephonic court proceedings, shall take the following actions in addition to any other obligations mandated by the law or this court's Civil Rules:

1. At least five days prior to the Zoom or telephonic court proceeding, all parties shall provide to the court and to all other parties copies of all documents, including photographs, which each party intends to use during the court proceeding with the exception of any documents other than photographs that have been scanned into the CLAIMS system. The documents shall be provided to all parties and the court as an email attachment. If a party does not have another party's email address, copies of the documents should be sent by first-class mail, postage prepaid. The email to the court should be sent to erin.ferry@courts.phila.gov and danielle.harris@courts.phila.gov., and laura.krause@courts.phila.gov. The subject line of the email shall have the case's docket number and the name of the party who is sending the email.
2. Prior to a Zoom court proceeding, the court will send an email to each party with the information needed to join the Zoom court proceeding. Each party shall join the Zoom meeting no less than five minutes before the court proceeding is scheduled to begin and wait for the court to start and join the Zoom meeting.
3. Prior to a telephonic court proceeding, the party, witness or attorney who will be appearing telephonically must send an email to the court that includes the telephone number of that party, witness or attorney. Each party shall be available to receive a telephone call from the court and shall remain available until contacted by the court.
4. The court will digitally record the court proceeding and a transcript of the proceeding may be ordered from the court. During the court proceeding, no party shall record the proceeding other than by taking informal notes.

Effective Date November 13, 2020

BY THE COURT:

**Matthew S. Wolf /S/
JUDGE**

CERTIFICATE OF COMPLIANCE

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

Submitted by: _____

Signature: _____

Name: _____

Attorney No. (if applicable): _____