

## PROTOCOL FOR VIDEO/AUDIO HEARINGS

GENERAL: For hearings to be held by video technology, no participant will be physically present in the courtroom unless given prior approval to do so by the Court. Video Technology allows all participants to fully take part in the hearing by clicking on the video link or by calling the telephone number. The video connection requires a computer or smartphone equipped with a camera and microphone/ speakers. The use of a smartphone requires the user to download the video application. No download is required to join using a computer or laptop; it can be accessed by any internet browser.

It remains each participant's duty to update the relevant Court office with up-to-date contact information, including e-mail. It is the responsibility of counsel or self-represented persons to notify and share with any witnesses the link or phone information necessary for them to join the hearing at the time of their testimony.

All defendants are advised that they must appear in person for sentencing, unless otherwise ordered, or a bench warrant may issue for their arrest.

### ACCESSING THE HEARING:

The information you need to join the hearing by video for each respective Judge is as follows:

The password for entry for the judge's links below is 123456. For Dependency Court and Juvenile Court, you will be contacted with the password.

	<u>Zoom</u>	<u>Zoom meeting ID</u>
Judge Guido	<a href="https://ccpameet.zoom.us/my/courtroom.3">https://ccpameet.zoom.us/my/courtroom.3</a>	496 761 1757
Judge Masland	<a href="https://ccpameet.zoom.us/my/judgemasland">https://ccpameet.zoom.us/my/judgemasland</a>	428 574 2731
Judge Peck	<a href="https://ccpameet.zoom.us/my/judgepeckcourt">https://ccpameet.zoom.us/my/judgepeckcourt</a>	788 409 5062
Judge Placey	<a href="https://ccpameet.zoom.us/my/JudgePlacey">https://ccpameet.zoom.us/my/JudgePlacey</a>	849 040 1077
Judge Brewbaker	<a href="https://ccpameet.zoom.us/my/judgebrewbaker">https://ccpameet.zoom.us/my/judgebrewbaker</a>	536 631 5441
Judge Smith	<a href="https://ccpameet.zoom.us/my/courtroom6">https://ccpameet.zoom.us/my/courtroom6</a>	348 391 6904
Judge Hyams	<a href="https://ccpameet.zoom.us/my/judgehyams">https://ccpameet.zoom.us/my/judgehyams</a>	951 271 2955
Juvenile Dependency Hearings	<a href="https://ccpameet.zoom.us/my/dependencycourt">https://ccpameet.zoom.us/my/dependencycourt</a>	361 846 1828

Juvenile Delinquency Hearings	<a href="https://ccpameet.zoom.us/my/juvenilecourt">https://ccpameet.zoom.us/my/juvenilecourt</a>	646 312 8670
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Participants and witnesses may be able to participate by telephone, but only if they have no access to video capabilities. Any participant in need of video capabilities may request same by calling or emailing court administration at 717-240-6200 or at [courtadmin@ccpa.net](mailto:courtadmin@ccpa.net). The courthouse has rooms dedicated for video streaming purposes where a participant may report and be heard remotely. Any technical difficulty with accessing the video hearing shall be directed to chambers of the respective judge by calling court administration at 717-240-6200.

Zoom has the following numbers. You will need to enter the personal meeting ID to join.

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Germantown)
- +1 346 248 7799 US (Houston)
- +1 669 900 9128 US (San Jose)
- +1 253 215 8782 US (Tacoma)

HEARING:

1. All parties and attorneys should be prompt to the hearing, wear court appropriate clothing and limit noise interference.
2. Copies of any documents that a party wishes to present in court are to be shared electronically with all other participants in advance of the hearing. All Exhibits must be pre-marked with exhibit numbers, paginated and dated. All Exhibits admitted into evidence will be printed by the Court and filed in the appropriate filing office. Proposed Exhibits shall be sent in PDF format at least one day in advance to the law clerk of the respective judge as follows:

Law clerk to Judge Guido:	Crystle Craig:	<a href="mailto:ccraig@ccpa.net">ccraig@ccpa.net</a>
Law clerk to Judge Masland:	Rick King:	<a href="mailto:rking@ccpa.net">rking@ccpa.net</a>
Law clerk to Judge Peck:	Jordan Yatsko:	<a href="mailto:jyatsko@ccpa.net">jyatsko@ccpa.net</a>
Law clerk to Judge Placey:	Bryan Bartosik-Velez:	<a href="mailto:bbartosikvelez@ccpa.net">bbartosikvelez@ccpa.net</a>
Law clerk to Judge Brewbaker:	Matt Kudrick:	<a href="mailto:mkudrick@ccpa.net">mkudrick@ccpa.net</a>
Law clerk to Judge Smith:	Erica Ernst:	<a href="mailto:ernst@ccpa.net">ernst@ccpa.net</a>
Law clerk to Judge Hyams:	Peter Mershon:	<a href="mailto:pmershon@ccpa.net">pmershon@ccpa.net</a>

3. The host will allow discussion between advocates prior to the judge joining the hearing.

4. Witnesses need not be in the video until called to testify, but may be present unless sequestration has been requested. If same is requested, witnesses may wait in the virtual lobby where they cannot see or hear the proceedings.
5. All proceedings held via video are open to the public except where required by law to be a closed proceeding (such as juvenile matters). The public may access any such public hearing by logging in at the appropriate time to the respective judge's link listed above. All viewers are notified that they shall not cause any disruption to the proceedings at risk of being expelled from same.
6. **Absolutely NO** recording of the proceeding is allowed, to include video, audio, or screen shots. A court reporter will be at the hearing via video to make an official record the proceeding. Violation of this prohibition is a criminal offense and/or contempt of court and will subject the violator to penalties and sanctions.