

GENERAL NOTICE REGARDING ALL IN-PERSON PROCEEDINGS, INCLUDING TRIALS.

To **ALL COUNSEL AND UNREPRESENTED PARTIES**: IF Your matter has been set for an in-person trial or hearing, be advised of the following:

1. Your consent to an in-person proceeding is NOT required. However, you have the right to object to the Court holding an in-person hearing or trial in your matter. To do so, you must raise your objection in writing filed of record as soon as possible after receiving notice of your hearing and must contact the Court to request a hearing on your objection. If filed in a sufficient amount of time before the scheduled hearing or trial, the Court will endeavor to hear your objection on the recordⁱ at least seven (7) days before the date of the hearing or trial, or as soon as practicable if the objection or motion is not filed more than fourteen (14) days before the scheduled date of the proceeding.
2. You **MUST** promptly inform the Court prior to the proceeding if you are aware, after making individual inquiry, that any anticipated participant [*counsel, party or **your witness(es)***] has tested positive for COVID-19 within the previous 10 days, has had symptoms of COVID-19 within the previous 10 days, or has had recent known exposure to COVID-19 within the previous 14 days.
3. You **MUST** promptly contact the court to identify yourself and any associated participant in the proceeding as a “**vulnerable individual**” to receive accommodations for the individual’s appearance in the in-person proceeding.

“Vulnerable individuals” are those over age 65 and individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems may be compromised such as by chemotherapy for cancer or other conditions requiring such therapy.

If the Court receives notice that an individual in the vulnerable population is scheduled for a court proceeding, the Court will, **upon request**, accommodate the individual by:

- a. allowing a vulnerable individual to participate in the proceeding remotely via Zoom, or
- b. IF, by virtue of the nature of the proceeding, an individual must appear in-person, court personnel will set up a separate room for the individual to participate in the hearing remotely via Zoom.

ⁱ ***If your in-person proceedings is in Court that does not have an official Court Reporter, the Judge will note the ruling on your motion in writing in the Court’s file.***