INSTRUCTIONS FOR REMOTE HEARINGS BEFORE THE CLERK OF SUPERIOR COURT

The Office of the Clerk of Superior Court is committed to adhering to public health guidelines while ensuring that members of the community have access to the Courts. Effective December 1, 2020, proceedings before the Clerk of Superior Court will be automatically scheduled for a remote hearing via the **WebEx** platform. You may request an exemption from having your hearing heard remotely and ask that the Court consider having an in-person hearing on your matter by following the process outlined on Page 2 of these instructions.

PROCEDURE FOR REMOTE HEARINGS

- Your hearing will be held REMOTELY; via online video conference.
- You will need a computer, tablet, or smartphone with Internet access and a camera in order to appear.
- Recording and photography / screenshots are prohibited.
- Attorneys representing parties shall provide them these instructions.

## There are two ways to access remote hearings:

The Notice of Hearing should include two separate ways to access the remote hearing. You are to choose only one of the two available options (i.e. WebEx Link **or** Access Code). If you have technical difficulties accessing the hearing with one option, please try to access it using the second. Below are instructions on how to access the two options:

1. **WebEx address – Think of this address as a website – it will begin with "https://nccourts/webex/meet/"**
    a. Open your Web Brower.

    b. Copy the WebEx address that is provided in the Notice.

    c. You will then be redirected to a virtual courtroom lobby where a court staff member will let you in once the hearing has begun.

    d. Make sure your audio is muted by selecting the mute button.

    e. Make sure that your video is on.

2. **Access Code**
    a. Go to the WebEx site at www.webex.com

    b. Select "Join Meeting." *(No need to Sign Up.)*

    c. Enter the 10-digit numerical access code that is found on the Notice of Hearing.

    d. You will then be directed to a virtual courtroom lobby where a court staff member will let you in once the hearing has commenced.

    e. Make sure that your video is on.

    f. Turn on your microphone when you are asked to speak by clicking Unmute.

    g. Recording is prohibited.

MCSC-JA-001
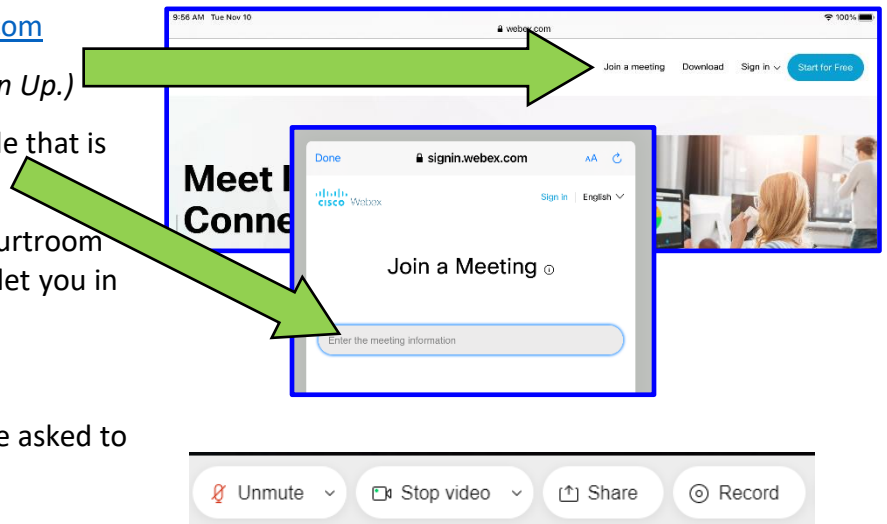
PUBLIC ACCESS TO REMOTE HEARINGS

Members of the public that wish to observe virtual hearings must logon to the hearing via the hearing link or access code at the time set for the hearing. The presiding Judicial Officer will give all parties and spectators directions to protect the integrity of the hearing. Any spectator, witness, or participant who violates orders given by the Court during the hearing will be subject to the contempt powers of the Court.

OBJECTIONS TO REMOTE HEARINGS

- If you object to the remote hearing, you MUST file a Motion for Exemption from Remote Hearing with the Clerk's Office (Form #: MCSC-JA-001) at least five (5) days prior to the hearing.

- The Court will provide a response to your Motion for Exemption from Remote Hearing no later than two (2) days prior to the hearing. If the Court grants your Motion, the Court may reschedule the hearing to a new date and time.

NEW PROCEDURE FOR SCHEDULING HEARINGS

- File the Petition or Motion and pay the filing fees. You will receive a File Number for your case.

- Request a hearing for your case by emailing a request to the Scheduling Team at Mecklenburg.CSC.FrontDesk@nccourts.org

- The Scheduling Team will provide you a date and time for your hearing and information for the remote hearing.

- Notify all parties about the court case and the remote hearing by providing them the NOTICE OF HEARING and INSTRUCTIONS FOR REMOTE HEARINGS. This notice shall include both the WebEx Address **and** the Alternative Ten-Digit Access Code. The Notice shall also include language that any party objecting to a remote hearing, may file a Motion for Exemption with the Court at least five days prior to the hearing date.

All local forms may be found at: https://www.nccourts.gov/locations/mecklenburg-county/mecklenburg-county-local-rules-and-forms

MCSC-JA-001