

BURNETT COUNTY LOCAL COURT RULE ADDENDUM REGARDING VIRTUAL PROCEEDINGS—BY TELEPHONE OR VIDEO CONFERENCING

1. Virtual proceedings are court proceedings and the official record is created by the court reporter or any digital recording made at the direction of the court official. No one shall record or otherwise rebroadcast virtual proceedings without the permission of the magistrate presiding over the proceeding.
2. Participants engaging in any type of virtual proceeding shall be compliant with the Rules of Decorum and the Virtual Courtroom Instructions, and shall conduct themselves as if physically present in the courtroom, including, but not limited to, wearing proper attire, no driving, smoking, or eating, and no wearing hats or sunglasses. Absolutely no pajamas or bathrobes!
3. Virtual proceedings are “in court-on the record” proceedings and participants are subject to sanctions for contempt of court.
4. Participant’s background display shall be neutral (avoiding clutter and distraction) and in-court appropriate when videoconferencing.
5. The court will make a determination whether a proceeding will be conducted telephonically or by video conferencing. If the court is conducting proceedings by video conferencing, participants shall appear by video and not telephonically if the technology is available.
6. Participants shall wait until prompted by the judge to speak and will verbally identify themselves prior to speaking so as to alert all observers and the court reporter as to who is speaking.
7. Participants shall display their surname electronically when video conferencing.
8. Sufficient lighting should be used so that the speaker is readily observable when video conferencing.
9. The camera should be at eye level and participant’s head and shoulders should be visible at all times when video conferencing.
10. Participants should speak in a measured manner to:
 - a. Improve the clarity and comprehension of the presentation;
 - b. Provide opportunities for the judge to interject and ask questions; and
 - c. Allow for the time delay many electronic devices have in picking up the speaker’s voice so as to eliminate participants from talking over one another.
11. Participants must secure the areas of their remote location so as to eliminate ALL distractions and background noises.