

NOTICE OF REMOTE HEARING

The CRIMINAL scheduled for May 14, 2020 at 11:0 will be held via alternative electronic means as provided for in Rule 34 of the Rules of the District Court at [https:// www.bluejeans.com](https://www.bluejeans.com)

Meeting ID: 478 774 8814

<p>To join the hearing</p> <p>by Video:</p> <p>Go to https:// www.bluejeans.com</p> <p>Join the meeting by typing in the Meeting ID.</p> <p>To observe by video, you will need to have an electronic device with an internet connection. You may use a smart phone, iPad/tablet, or webcam/built in camera with sound and video. You will also need to install the free Bluejeans App before the conference begins.</p>	<p>To join the Bluejeans hearing</p> <p>by Phone/Audio only:</p> <p>+1 408.419.1715 US (San Jose)</p> <p>+1 408.918.6290 US (San Jose)</p> <p>Then type in the Meeting ID.</p>
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IF YOU ARE VIEWING PLEASE MUTE YOUR CONNECTION TO PREVENT DISRUPTION TO THE PROCEEDINGS. THE PUBLIC MAY VIEW OR LISTEN TO PROCEEDINGS BUT **VIDEO OR AUDIO RECORDING IS PROHIBITED.**

SAPULPA PROCEDURES FOR PHASE 2 OPENING TO IMPLEMENT ADMINISTRATIVE ORDER 2020-4

Beginning May 18, 2020, the Courthouse will be open for business but the doors will remain locked and a bailiff or deputy will assist any citizen in gaining access in order to prevent large crowds from gathering in the common space and to ensure that the Administrative Orders of the Court are complied with by those entering the courtrooms.

Litigants will be instructed by the bailiff to line up outside the courthouse behind signs for Judge Farris, Judge Woolery or Judge Hammers as appropriate and by social distancing marks. Those appearing for Judge Golden's docket will wait at the door-but maintain social distancing-for instructions from the deputy or Judge Golden.

The bailiffs will allow the parties and their witnesses to enter the building when contacted by the judge using text or tap-to-talk as the judge prefers. The bailiff or deputy will instruct each person to put on their face covering before entering and will give them a mask if they come unprepared.

In case of inclement weather, the litigants will be instructed to check in with the bailiff and then return to their car and wait for the bailiff to signal to them that judge is ready for them. The bailiff may take their number and can then call them from an office phone when instructed by the judge.

The judge will specify the number of participants allowed to enter the courthouse and proceed to the courtroom. All others must remain outside until their case is called.

If there is not a bailiff or deputy at the door for some reason, numbers will be posted on the door for the public to get immediate assistance. No person is allowed to loiter inside the building during this phase. However, if any person wishes to enter the building to conduct business they will be allowed to do so as long as they comply with the Administrative Orders of the Court.

Attorneys and their clients are required to appear when possible by Bluejeans. The bailiff will provide the attorney with the meeting code and it is the attorney's responsibility to forward the code to their clients or witnesses or make arrangements for their clients as necessary.

Please note that the activities in the Courthouse are most similar to those described in the CDC guidelines in Phase 3 due to the large crowds required to gather for proceedings. The Court has a compelling obligation to protect the public who have no choice but to appear when summoned and obligation to protect the staff who must work in close quarters during these crowded events.

This procedure will be followed until the court authorizes Phase 3 procedures.

VIRTUAL HEARING PROTOCOLS

To attend a hearing, go to <https://bluejeans.com> create an account. You must sign in using your real name. Download and install the free Bluejeans app on your computer or tablet, or go to the App store and install the free Bluejeans app on your smart phone. If you cannot connect by Bluejeans, you may join the Bluejeans hearing by calling the phone number contained in the Order Setting Hearing. However, you will not be permitted to testify unless you appear on camera in Bluejeans.

Instructions for Participating:

- a. All participants will receive an email invitation to attend the virtual hearing. The email will include a link, which will enable access to the hearing.
- b. Join the Virtual Courtroom a few minutes before the schedule time by clicking the link in the email invitation or clicking "Join the Meeting" in <https://bluejeans.com> and entering the Meeting ID and Participant Passcode, if required, contained in the invitation or Notice of Alternative Hearing. If it asks you whether to open in the browser or open the Bluejeans app, always instruct it to open in the Bluejeans app. When you enter, select "Join by Computer Audio", even if you are connecting via smart phone.
- c. Upon entering the Virtual Courtroom, your video will automatically be on and your audio muted, until the hearing begins. If you are having trouble connecting, contact the judge's office for assistance.
- d. When you first connect, you may be placed in a virtual waiting room until the hearing begins. There may be other cases set at or near the same time as yours. Do not disconnect or exit the waiting room while you are waiting. When the hearing begins, the Court will bring you and the other participants from the waiting room in the virtual courtroom.
- e. Video and audio recordings of the virtual hearings is strictly prohibited by anyone except the official Court Reporter, if a part of the hearing.
- f. The Rule of Sequestration of Witnesses is invoked in every hearing in the Virtual Courtroom. Do not communicate with the witnesses by any means while the hearing is underway. Witnesses who violate this rule may not testify.
- g. All exhibits must be numbered and submitted to the judge's Office via email or mailed no later than 1:00 pm on the day prior to the hearing.
- h. If a violation takes place you can be subject to Contempt of Court which can carry a punishment of up to \$500 or up to six (6) months in the county jail.

Additional instructions and admonishments may be given by the assigned judge prior to or during the hearing.

Dated the _____ day of May, 2020

Judge of the District Court