



# SMC Virtual Court Hearing Protocols

Seattle Municipal Court offers WebEx video court hearings and Adobe electronic attorneys' forms.

## Video Hearing Protocols

- Log in early and behave respectfully, like you would for an in-person hearing
- If you have a camera, turn it on during your hearing
- Do not speak without the permission of the judge
- Be patient with any technology difficulties
- The judge may decide to suspend or continue the hearing if the technology is not working during a virtual hearing

## Participation During the Recorded Hearing

- Video hearings are recorded. To get a clear recording, it is important that only one person speaks at a time, and that you speak clearly
- When speaking, always identify yourself first
- Mute your microphone when you are not speaking
- Try to find a quiet place to join the hearing from
- Pay attention and keep your eyes on the screen
- If there is a problem with a speaker's audio, signal the speaker with a raised hand. If you are speaking and see a signal to stop, stop speaking until the problem is fixed
- State objections clearly and with a raised hand gesture
- The court can mute any participant who is disrupting the hearing
- If you have technical or procedural questions, email [SMC Adobe Bailiffs@Seattle.gov](mailto:SMC_Adobe_Bailiffs@Seattle.gov) before your hearing, or ask the Bailiff using the chat function in Webex during the hearing
- Any video recording, audio recording, photographing, screenshots or reproduction of the livestream is not allowed, unless you get permission from the judge
- Court observers should keep their video off and sound on mute

## Best Practices for Your Internet Connection During a Hearing

- Ask others in your home not to stream content like music, movies or video games on your Wifi network, since this may make your connection worse
- If possible, use an ethernet cable to connect your desktop/laptop to your home's internet router for a faster internet connection
- Turn off the Wifi on your cellphone, which may have apps running that slow down your internet
- If you have audio or video issues during a meeting in WebEx, you can have the meeting call you. Click on "... (more options)" and click "audio options." Put your phone number

into the “Call me” section and hit “Switch.” The meeting will automatically call your phone

## **Why WebEx?**

The City of Seattle chose to use WebEx for virtual hearings because of its security and data privacy:

- WebEx automatically protects user data, instead of making users opt-out of sharing their data
- Cisco WebEx does rigorous testing regularly to maintain critical security requirements
- All communications between Cisco WebEx applications and Cisco WebEx Cloud occur over secure, encrypted channels