

## **RULES REGARDING VIRTUAL HEARINGS:**

At this time, Division “L” is conducting all matters in both St. Tammany and Washington Parishes via Zoom.

Hearings are limited to one hour, unless otherwise ordered by the Court, and time shall be allocated equally.

### **EXHIBITS:**

Exhibits which may be introduced in a Virtual hearing, with the exception of rebuttal exhibits, shall be provided to Judge Amacker’s Chambers via email to [msimon@stpgov.org](mailto:msimon@stpgov.org) by 3:30 p.m. the day before the Virtual hearing. However, if the documents to be introduced exceed ten (10) pages, the party shall submit a bench book including all of the evidence to be introduced, to the Judge’s Office, by 3:30 p.m. the day before the hearing. These documents will not be reviewed by the court unless accepted into evidence or agreed to by the parties. **Any documents that have not been timely provided as set out herein will not be allowed to be introduced as evidence, unless submitted by agreement of the parties.** It is the sole responsibility of the party/counsel offering evidence to ensure handling the “share screen” function. The Court will not “screen share” for the parties.

## **RULES FOR PARTICIPATING IN VIRTUAL HEARINGS:**

All Court rules on attire and conduct in Court for attorneys, participants and witnesses remain in effect, which includes, but is not limited to the following:

All participants, attorneys and witnesses are required to have Zoom capability, and have sufficient audio and video connection with an appropriate and stationary background. All Court rules on attire and conduct in Court for attorneys, participants and witnesses remain in effect, which includes, but is not limited to the following:

1. Proper attire is required for all Zoom hearings. You must be fully dressed and seated in a chair. No party is to have on sleepwear, hats, shorts, tank tops, flip flops or have bare midriffs and shirts-tails must be tucked in. No party appearing by Zoom may be smoking, eating or drinking.

2. No other persons, except attorneys of record, are permitted to be in the room during proceedings without prior Court approval.
3. Neither the parties, their attorneys, nor their agents or assigns, are to photograph or record by any means any part of the remote proceeding. A violation of these Court orders shall be considered grounds for a finding of contempt of court.
4. To the extent possible, all participants shall participate on their own device (phone, computer, Ipad, etc.)
5. Participants' devices shall not be in close proximity as this may cause audio and video transmission issues.
6. No witness shall have documents or notes in front of them while testifying unless given permission by the Court. The Court may, in its discretion, at any time, request participants to adjust the web camera to show anything a witness may appear to be reading during a hearing.