<u>Standing Order for Virtual Civil Bench Trials</u>

1. Bench trials will be conducted using the Zoom conferencing platform. All participants are required to appear using the Zoom video or telephone features which are widely available at no cost.

2. A final trial conference will be conducted via Zoom and will be scheduled by the Court approximately one week prior to the date the trial is scheduled to begin. Trial counsel and a client with settlement authority are required to attend. Parties shall send all exhibits, including documents, photographs, and videos, to the Judge and opposing counsel, prior to the final trial conference via email. The courtroom email address for this case is CC404@LAKECOUNTYIL.GOV. All exhibits should be numbered and labeled and include an exhibit list describing each item, along with columns that can help all parties identify whether an item was admitted into evidence. Photographs or video of any tangible exhibits sought to be admitted shall be submitted at the final trial conference in leu of the actual exhibit.

3. The court proceedings are on the record and we will have a Court Reporter present on Zoom. All conversations will be heard by all the other parties present and will become a part of the record. The public is also able to view these proceedings as a Livestream on YouTube.

4. This is a formal proceeding. Treat it as if you are present in the courtroom.

5. Witnesses will be sworn in by the Judge at the time they are called to testify.

6. There are multiple participants in this proceeding. If you are not speaking, mute yourself so we do not pick up background noise or unwanted audio feedback.

7. When you want to speak, unmute yourself and identify yourself by stating your last name. Identify yourself each time we change who is speaking so that the Court Reporter knows who is speaking.

8. If you have an objection, state the objection followed by your name or other identifying title. Wait until questions are completed before announcing an objection. The Court Reporter may interrupt from time to time to clarify who is speaking.

9. When you speak, please make sure that you speak slowly and clearly. Please do not speak over one another or interrupt one another.

10. The Court will admit witnesses into the virtual Courtroom from the Waiting Room one at a time. Witnesses are prohibited from watching the Livestream prior to their testimony or during the hearing without leave of the Court. Do not communicate with the witness through any format during the proceeding. Witnesses may not hold any notes or paperwork in their hands while they are testifying.

11. Verbal responses are required and are essential for the Court Reporter to be able take down what the speaker says.

12. During the trial the previously distributed exhibits will be presented utilizing the Zoom Share Screen feature.   Parties may submit unanticipated rebuttal evidence or impeachment during the hearing through the Share Screen feature as well.   While

examining a witness, the examining attorney or SRL shall seek leave of court to show an exhibit on Share Screen prior to presenting it. The presentation of tangible exhibits will be discussed at the pretrial conference.

13. Video or audio recording of this proceeding by any party through any device or format is strictly prohibited. Failure to comply with this admonishment may result in the imposition of sanctions or in a finding of contempt.

14. Attorneys and their clients may participate from one location or from separate locations. If in sperate locations, attorneys should inform their clients of these rules and prepare them for the proceedings. During the trial attorneys and their clients may message one another privately using the Zoom Chat feature. However, a witness may not communicate with anyone, by any means including the private Chat feature while they are testifying. Witnesses should look into the camera while testifying. If attorneys wish to confer more extensively with a client, the court will entertain a motion to recess proceedings and place them in a virtual meeting/breakout room for a specified period.