



### **VIDEO CONFERENCING PROCEDURE**

The Court utilizes Cisco Webex Meetings for video conferencing. Counsel for the Parties (or the Parties themselves if *pro se*) are instructed to contact Division M Staff at 719-452-5392 upon receipt of this Order and provide an e-mail address to which the Court will send an electronic invitation and further instructions for the hearing. Please note: you may provide a temporary e-mail address that was created for the sole purpose of this litigation. Many websites offer free e-mail addresses (i.e. gmail.com, outlook.com, etc.). Counsel for the Parties are responsible for forwarding the hearing invitation to their respective clients and witnesses.

In an effort to promote social distancing, the Court encourages all participants to appear from separate locations via video link whenever possible. The Court will open the "meeting room" approximately 10 minutes prior to the start of the Hearing to allow for the Parties to work out any last minute technical issues.

In order to use Webex, you need an internet connection and a device with a camera, microphone, and speaker (e.g., laptop, smartphone, or tablet). You can download the Webex software (called "Webex Meetings") for free from an app store or at the following link: <https://www.webex.com/downloads.html>.

**The Parties are expected to familiarize themselves with the Webex software prior to the hearing. The Court cannot provide IT services to the participants.**

### **CASE MANAGEMENT**

All Exhibits to be used by the Parties must be marked (Petitioner using

numerals, Respondent using letters), and exchanged with a copy to the Court no later than seven(7) days prior to the scheduled hearing. *Pro se* Parties are encouraged to upload their exhibits into the Court system. For a nominal fee, *pro se* parties can sign up for e-filing through the the State Court Website located at: <https://www.courts.state.co.us/efiling.cfm>.

The Parties are required to engage in a good faith settlement conference no later than seven(7) days prior to the Hearing. Failure to engage in a settlement conference may result in the Hearing being vacated. *See* C.R.C.P. 16.2(c)(3)(C).

Pursuant to C.R.E. 615 the sequestration of witnesses is ordered for all testimony at the Hearing in this Matter and potential witnesses shall not be present or within ear-shot for the testimony of other witnesses, nor discuss their testimony with any potential witness. Counsel, or the Parties if *pro se* shall advise their respective witnesses of the sequestration order.

The Court reminds the Parties that while they are appearing remotely, they are still appearing in Court and are expected to present themselves accordingly. The Court recognizes the adversarial nature of these proceedings, however, the Parties are to behave civilly and treat the Court, and each other with respect at all times during the Hearing. Rudeness, *ad hominem* comments, or general disrespect by any participant will not be tolerated.

**Pursuant to Chief Judge Order 07-01 and C.R.C.P. 121, 1-7 all Participants, witnesses and viewers of these proceeding are prohibited from re-broadcasting, streaming, recording, “screen capturing” or otherwise saving any portion of the Hearing. Any person who violates this Order will be subject**

**to a punitive contempt citation punishable by up to six months in jail. *See***  
**C.R.C.P. 107(d)(1).**

SO ORDERED this 3rd day of April, 2020.

BY THE COURT:

A handwritten signature in black ink, appearing to read "Dennis L. McGuire", is written over a horizontal line.

DENNIS L. MCGUIRE  
DISTRICT COURT MAGISTRATE