

## VIRTUAL HEARING INSTRUCTIONS

The following instructions are set forth for all virtual hearings conducted at the Trumbull County Family Court:

1. If the scheduled hearing is a virtual hearing, there will be no in person appearances by attorneys, parties, or witnesses for the hearing. The hearing will be conducted virtually via the Cisco Webex application, an online video conferencing application.
2. Information about this application may be found at [www.webex.com](http://www.webex.com).
3. At least three (3) days prior to the scheduled hearing, the court will email all self-represented parties, counsel for all represented parties, and the Guardian Ad Litem a link for the virtual hearing which will be used to connect to and participate in the hearing.
4. All self-represented parties and counsel are responsible for forwarding the link to any witnesses who they intend to call to testify in the hearing.
5. Special instructions for attorneys and the Guardian Ad Litem:
  - (a) The court will use the email address on file for all attorneys of record and the Guardian Ad Litem if one has been appointed on the case.
  - (b) If your email address is not on file with the court, please contact the Magistrate's Desk at (330) 675-2317 to provide your email address.
  - (c) Attorneys are responsible for forwarding the link to their clients for the clients to use to connect to and participate in the hearing.
6. Special instructions for self-represented parties:
  - (a) To obtain instructions and a link for the virtual hearing, you must send a request via email to [drderric@co.trumbull.oh.us](mailto:drderric@co.trumbull.oh.us) from your email address where you would like the link to be sent. The following should be included in the email:
    - (1) Indicate the Case Number on the subject line of the email.
    - (2) In the email, include your name and a telephone number where you can be reached.
  - (b) If you have not received a link for the hearing by 10:00 a.m. the day prior to the hearing, you must contact the Magistrate's Desk at (330) 675-2317.
  - (c) If you do not have access to a computer, smart phone, or other device or do not have internet access to connect to the virtual hearing, please contact the Magistrate's Desk at (330) 675-2317 for further instructions to connect via telephone.
7. If a party wishes to present exhibits during the hearing, they must be submitted to the court at least three (3) days in advance of the hearing. Please contact the Magistrate's Desk at (330) 675-2317 to obtain instructions on the handling of exhibits.