

**VIDEOCONFERENCE HEARING PROCEDURES FOR
JUDGE DAVID L. DICKINSON DURING STATEWIDE JUDICIAL EMERGENCY**

1. Obtain the Court's modified hearing request form at <https://forsythcourts.com/coronavirus> or www.forsythclerk.com.
2. Confer with opposing counsel and obtain all information needed and complete the Court's modified hearing request form. Do not leave any questions unanswered. It is important that the completed form contain information from both parties.
3. Submit the modified hearing request form to Ms. Ashley Anderson at aaanderson@forsythco.com. All parties must be copied on all emails to the Court, even when procedural in nature.
4. The Court will review the case and the request for hearing (or emergency motion when one has been filed). If the Court determines it is appropriate to conduct a videoconference hearing, the parties shall be notified. If the parties do not receive notification of a hearing date and time, the Court has reserved hearing the matter until after the conclusion of the Statewide Judicial Emergency.
5. If the matter is scheduled for hearing, Ms. Ashley Anderson will create an event and email the parties a link to the Microsoft Teams hearing, along with appropriate instructions.
6. If the matter is scheduled for hearing, any party who desires an official record of the hearing must contact the Court's official court reporter, Ms. Angeleigh Paolini, at apaolini@forsythco.com, and make appropriate arrangements. The court reporter will appear remotely, if hired.
7. Prior to the hearing the parties shall exchange any documents they wish to submit at the hearing and determine if they are able to stipulate to authenticity and/or admissibility.
8. Prior to the hearing the parties shall confer to determine if they are able to stipulate to facts.
9. At least 24 hours prior to a hearing, the parties shall submit to the Court a list of their stipulations, if any, via email to Ms. Ashley Anderson.
10. At least 24 hours prior to a hearing, the parties shall email to Ms. Ashley Anderson (copied to all parties) any documents (in .pdf format) they seek to offer into evidence. For ease of identification, the Court requests that the documents be saved using file names that contain P (Plaintiff) or D (Defendant) designations, an exhibit number, and an identifying word or words. For example, Plaintiff might save a pay stub as "P1-Pay Stub."