

PROBATE BENCH-BAR “ZOOM 101” PRESENTATION

Overview from August 10, 2020

Location: Zoom

Notes from the presentation:

- Introductions
 - Welcome Judge Dugan
 - Presenters: Judge Van Grunsven, Carmel Capati, Terri Graham, Al Polan, Martha Hernandez, Susan Rascon
- Health Care Facilities and Zoom
 - Hospitals (e.g., Rogers Memorial Hospital, Columbia St. Mary’s, Aurora, VA) can facilitate Zoom and have the equipment to do so
 - GAL’s and appointed counsel are encouraged to work through the petitioning attorney to arrange access to the proposed ward(s)
- Zoom Application
 - To get your client ready, have your client download the Zoom application
- Host and Co-Host Capabilities
 - Hosts have abilities that other participants do not have (e.g., waiting room, breakout rooms, muting unruly participants)
- Notice of Zoom Hearing
 - A form with the Meeting ID and Passcode will be sent to all parties identified on CCAP
 - It is the petitioning attorney’s responsibility to send this form to all interested parties, as some interested parties may not have been identified on CCAP
- Breakout Rooms (licensed version of Zoom) - Demonstrated using meeting participants
- Simultaneous Interpreting Demonstration with Spanish Speaker
 - Globe icon allows selection of language; interpreter will be muted for all participants other than the person for whom the interpretation is being done
 - If an interpreter is needed, contact the judge’s clerk, who will make arrangements
- Sharing Screens and Documents - Demonstrated by Nate Cade
- Spotlight Speakers / Pinning Video - Demonstrated
- Waiting Rooms
 - Block scheduling may be done by the court, which means that multiple a.m. hearings may all have the same Meeting ID and Passcode; parties will be in a waiting room until their case is called
- Live-Streaming on YouTube / Deleting Videos
 - Some courts are broadcasting hearings via YouTube and then deleting the videos afterwards; this is not being done for guardianships in light of the confidential nature of these proceedings
- DAR
 - Speak slowly and clearly to ensure that everything can be heard so that the record is complete
- The next Bench-Bar Meeting via Zoom will be on Monday, September 14 at 12:15 p.m.

Respectfully submitted by Nancy L. Shue