

## **SAMPLE INTRODUCTION SCRIPT**

Good morning/afternoon, I am **INSERT NAME/TITLE** presiding over **INSERT NAME OF COURT**. Today is **INSERT DATE AND TIME**, and we are here in the matter of **INSERT NAME OF CASE/CASE NUMBER**. Will the parties please identify themselves by name and state your affiliation to this case?

Today's proceeding will be conducted using **INSERT NAME OF PLATFORM**. Although we are meeting remotely, this proceeding is an extension of the courtroom and an official court proceeding. All participants are expected to act in the same manner as they would if this proceeding were being held in the courtroom. This proceeding is being recorded and everything said will be captured and made a part of the official court record unless otherwise noted.

[If applicable: The court provided notice to all parties that this proceeding would be conducted virtually. **INSERT DEFENDANT'S NAME** waived the right to appear in person.]

Do any of the parties have an objection to continuing with the remote proceeding? The record will reflect that there were no objections to moving forward.

Your laptop or mobile device should remain on a solid on a hard surface with the camera at eye-level. Keep your camera turned on unless otherwise directed to turn it off. You should be in a private, quiet location that is free of distractions.

Please keep yourself on mute until it is your turn to speak. When you do speak, make sure to speak clearly and do not interrupt others who are talking. There may be a few seconds delay with the audio.

It is recommended that you keep your device plugged in to avoid losing power during the proceeding. If you lose your connection, please immediately attempt to reconnect. The court will stop the hearing until you are able to rejoin the proceeding. If you are unable to successfully rejoin the proceeding, notify the court at **INSERT PHONE NUMBER**.

Should you become disruptive, the court has the ability to mute your audio and to dismiss you from the proceeding. The court also has the right to terminate this proceeding if the audio or video quality and experience is not acceptable.

[If you are using the chat function.] There is a chat box feature that can be used for two purposes. First, you can use it to privately consult with your attorney. Before sending, please make sure to select your attorney's name and not "EVERYONE" when you send your message.

You are expected to participate in the hearing until the end. If you need to take a break, need leave unexpectedly, or need to privately talk with your attorney, please send this request directly to me (by chat or raising your hand). We will stop the proceeding until all parties are back and ready again. The chat feature is not to be used to communicate with any party.

Is everyone aware of the procedure for participating? Do any of the parties have an objection to moving forward with the remote proceeding? The record will reflect that there were no objections.