

## HARDIN COUNTY COURT VIRTUAL APPEARANCES

Effective June 1, 2020, the Hardin County Court will resume in-person appearances in accordance with the [COVID-19 Operating Plan for the Hardin County Judiciary](#). However, Judge McDaniel will use all reasonable efforts to conduct proceedings remotely utilizing *Zoom*. This includes Criminal, Civil and Probate Dockets. Please do not simply show up at the Courthouse expecting business as usual.

To appear virtually/remotely via *Zoom* you must have access to one of the following electronic devices equipped with a camera, microphone and internet capability: A computer, a laptop, a tablet, or a smart phone.

In order to attend a hearing via *Zoom*, go to <https://zoom.us>. If this is your first time to use *Zoom* on any particular device, you may be prompted to download the app from the AppStore – There is no charge for this app.

Once on the *Zoom* page, click “Join.” (You may be asked “Open this page in *Zoom*?” and given the choice to Cancel or Open. Choose “Open”). Click “Join a Meeting” and at the “Join a Meeting” page, enter the **Meeting ID: 409-246-5120**. Then click “Join.” You can then select “Call using Internet Audio.” In Probate and some other cases, you will be notified by the Court of a different Meeting ID prior to the date of appearance; in that event, use the ID assigned to you instead of the above referenced Meeting ID.

### Protocol for Virtual/Remote Appearance

Join the Meeting at least 5 minutes prior to your appearance time. When you join, you will be in the “Waiting room” and you will only be able to enter the virtual “Courtroom” when the Judge admits you. **You cannot see or hear any proceedings from the waiting room.** Like the Courtroom, only parties and litigants will be invited into the virtual courtroom (“inside the rail”). The Judge, Clerk and/or Court Coordinator will be able to see you are in the waiting room. Please do not attempt to notify the Court that you are in the waiting room.

All parties must elect to use the device video and audio to appear virtually. Please remember, you will be seen and heard by the Judge and the other participants. For all practical purposes, you will be in a Courtroom and all parties **MUST** dress appropriately (a coat and tie or a dress is not required, but house coats and pajamas are inappropriate), and must conduct themselves properly, using suitable language. Attorneys shall ensure your clients and witnesses also understand this in plenty of time prior to their appearance.

*Zoom* allows only one person to speak at a time; please do not attempt to talk when another person is speaking.

Be mindful that any background noise will cause problems with a virtual hearing. You should be in a quiet environment, and mute yourself until it is your turn to speak. Muting can be done on the device you are using or the Judge may mute/unmute you.

If an Attorney needs to talk to a client privately, the Court can place them in a private breakout room, upon request, where they cannot be seen or heard by others.

Unless directed otherwise, clients and other parties can appear at the Attorney's office and share a device with them; or they can appear by a separate device – Either in the Attorney's office or from another location. The prerequisites and protocols for using *Zoom* and the login procedures are the same. Note that having two devices in close proximity will most likely result in audio issues (feedback).

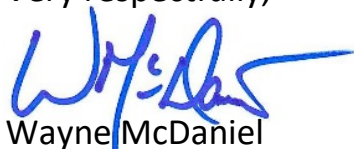
If others wish to “attend” by viewing/hearing the proceedings, they may do so on the [Hardin County Court](#) YouTube channel where proceedings will be livestreamed. Spectators are not permitted to enter the proceeding via *Zoom*.

Appearing in the Hardin County Court virtually/remotely is exactly like being in the Courtroom in-person. All participants are absolutely prohibited from making any audio or video recordings. This prohibition is enforceable by Contempt of Court, carrying a possible punishment of a fine and/or incarceration in jail.

**LEARN HOW TO CHANGE YOUR SCREEN NAME ON YOUR DEVICE TO YOUR REAL NAME. ATTORNEYS SHALL INSTRUCT YOUR CLIENTS TO DO THE SAME. THE COURT CANNOT RECOGNIZE YOU IN THE WAITING ROOM AND ADMIT YOU TO THE COURTROOM WHEN YOUR NAME APPEARS AS “MY IPAD”, “BIGDADDY” OR ANYTHING OTHER THAN THE PARTY’S REAL NAME.**

If you have any questions about appearing virtually in the Hardin County Court, please contact the Court at least one day prior to your appearance date and we will be more than happy to assist you.

Very respectfully,



Wayne McDaniel  
Hardin County Judge

05/27/2020