

PROTOCOL FOR ZOOM HEARINGS

Please email Rachel King at Rachel.king@knoxcounty.org the following information a few days before any hearing:

Email addresses for anyone that will need an invitation to the hearing.

A single .pdf file with the exhibits each party intends to introduce. The Plaintiff's exhibits will begin at 1 and continue sequentially (i.e. 2, 3, 4, . . .). Once all of Plaintiff's exhibits are numbered, Defendant's first exhibit will be the next number. The pages in the pdf must be numbered on the bottom of the page beginning with page 1 and continuing thereafter through all the exhibits. For example, Exhibit 1 has 3 pages, therefore the first page of Exhibit 2 will be numbered 4.

Prior to the hearing, it is the responsibility of the attorney using the exhibit to have ensured that your client, opposing counsel, and opposing counsel's client, all have a copy that is identical to the one provided to the Court. An attorney may display the exhibit on his or her computer screen and "share" that screen so that all the participants on the Zoom hearing can see the document, but that does not relieve the need to have provided to others as set forth herein.

The email invite will come from the email address FourthCircuitJudge@Knoxcounty.org. The Court will send the email invite to all the participants. Please do not forward it to anyone.

Please practice Zoom meetings and sharing documents with your clients prior to the hearing to ensure that your clients have a Zoom capable device and/or internet connection. If the proceeding is disrupted by technical issues, the Court reserves the right to suspend the hearing and return to it once the other matters on the docket have been heard.