

## **PROTOCOLS FOR VIDEO CONFERENCING FOR PRETRIALS OR HEARINGS HENRY COUNTY FAMILY COURT**

During the COVID 19 coronavirus emergency period, if parties wish to go forward with their motion hearings or if the court has deemed the matter before it to be an emergency matter, the court will schedule their hearings via Zoom or telephone.

The parties must provide an **email address** to the Court and a telephone number for the date of the hearing at least 24 hours in advance by contacting Pam Thompson at 419-599-5951, ext. 5939 or via email at pthompson@henrycountyfamilycourt.com. If telephoning, parties may leave a message on the answering machine if Ms. Thompson is not available.

The parties must be available by video or by telephone but the preference is that they will be available by video. In order to be available by video, a party must have a smart phone or a computer with a web camera and provide their email address as set out above. No final hearings will be conducted by telephone.

The parties must be in a quiet place without children in the room for the hearing to proceed.

The parties must provide a form of identification (drivers' license or other ID) at the hearing.

The parties must be available for 30 minutes before the scheduled time and 60 minutes after to account for problems with the technology.

If a party wishes to present exhibits to be considered, copies of any exhibits to be presented during the hearing shall be sent to the court, to the other party or his or her attorney, and to the witness who will be testifying about a particular exhibit(s) at least one week in advance. All exhibits to be presented shall be marked with the case number. In addition, Plaintiff's/Petitioner 1's exhibits shall be marked with numbers (e.g., "Plaintiff's Exhibit 1"), while Defendant's/Petitioner 2's/Respondent's exhibits shall be marked with letters (e.g., "Defendant's Exhibit A"). If there is another party involved, his or her exhibits shall be marked with Roman numerals (e.g., "Defendant Grandmother's Exhibit IV").

Ohio Rules of Evidence are applicable to all hearings. In order for testimony or evidence to be considered, it must comply with those rules. When appropriate, the court may request brief written statements in support or opposition to a motion as set out in Ohio Civil Rule 7(B)(2).

**Someone will email an invitation to attend either a video or audio conference. The participants need to monitor their email accounts during the 24 hours before the scheduled day for the hearing. Parties should try to load the Zoom app before the hearing, if it is a video hearing.**