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**THIS DOCUMENT IS AN EXCERPT OF THE FOURTH CIRCUIT COURT'S CHAMBERS RULES PROVIDED FOR YOUR CONVENIENCE.**

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## **ZOOM APPEARANCES FOR MOTION HEARINGS**

1. Zoom appearances are permitted for all motion hearings set on the 9:00 a.m. docket. Motions set on the 9:00 a.m. docket are only those motions that do not require testimony and are expected to be heard in less than 5 minutes. Zoom appearance is optional for this docket, not required. Counsel and litigants may always appear in person. Anyone appearing via Zoom should be on Zoom at the time the case is called.
2. If a motion is scheduled to be heard on the 9:00 a.m. docket and counsel or a party intends to introduce witness testimony during the motion hearing, then all parties and witnesses must appear for the hearing in-person in court, unless the Court has granted a request for virtual testimony in accordance with Rule 43.01 of the Tennessee Rules of Civil Procedure.
3. The Court may grant a request for a party or witness to testify via Zoom or other virtual means at a motion hearing in compliance with Rule 43.01 of the Tennessee Rules of Civil Procedure.
4. Instructions for appearing by Zoom are as follows:
  - a. Participation on Zoom on designated motions (default motions and those listed at 9:00 a.m. on the Final Domestic Motion Docket) may take place using a desktop computer, laptop, tablet, or smartphone that is equipped with a camera, microphone, and stable internet connection. You may also participate using a landline or cell phone with audio only by calling the telephone number associated with the Zoom meeting (shown below). If you choose to participate using audio only, you will not need to install Zoom on your device.

- b. Zoom may be installed, at no cost, on smartphones and tablets from the Google Play Store or Apple App Store. To install Zoom on a desktop computer, laptop, or notebook device with webcam and microphone, please visit [www.zoom.us](http://www.zoom.us) and follow the instructions to download the app.
- c. Once Zoom is installed, it will be necessary to create an account using the prompts provided via the app or website.
- d. It is advisable to test audio and video at least 24 hours before the hearing. This can be done in the "Preferences" or "Settings" window of the program.
- e. It is also advisable to test the program to be sure there is a strong Wi-Fi connection. If the signal strength is too weak it may impact the participant's ability to participate in the virtual hearing. *If a participant is unable to participate by Zoom, then they must appear in person.*
- f. The Zoom link for Friday Motion Dockets is as follows: [Fourth Circuit Court Motion Docket Zoom Link](#). It may also be viewed by scanning the following QR code:
- g. If the link does not work, the hearing may be accessed by using the following Meeting ID and Passcode:

**Meeting ID:** 160 695 5403

**Passcode:** 051522

- h. If participating using audio only on a landline or cell phone, please call: 646-828-7666 and when prompted, enter **Meeting ID:** 160 695 5403.
- i. Participants appearing via Zoom should be signed in by 8:55 a.m. When signed in, a message box will then appear asking the participant to "join with computer audio" or "join with internet audio." One of these options must be selected for the Court to hear the participant and for the participant to hear the Court.
- j. Another message will appear asking the participant to "join with video". Please click the option to do this.

- k. Initially, all participants will be placed in the waiting room. At 9:00 a.m., all participants will be admitted into the Zoom room at which time the hearings will begin to take place. *Participants are required to mute their audio until such time their case is called. Once your hearing is concluded, you may exit Zoom.*
- l. Zoom demands the same level of professionalism and respect as in-person hearings. This includes minimizing noises and visual distractions, being present and focused during the hearing (no multi-tasking), refraining from operating a motor vehicle, and turning on your camera during your hearing. It is recommended to use headphones for best audio quality.