

Court of Common Pleas of Bradford County

Maureen T. Beirne
President Judge
(570)265-1708



Evan S. Williams III
Judge
(570)265-1709

Jeffery A. Smith
Senior Judge
(570)265-1707

**Forty Second Judicial District of Pennsylvania
Judges' Chambers
Bradford County Courthouse
Towanda, Pennsylvania 18848**

**GENERAL INSTRUCTIONS FOR PARTIES, WITNESSES, OBSERVERS OR VISITORS TO
REMOTE HEARINGS VIA ZOOM**

If you plan to attend a hearing via ZOOM, all Court decorum and rules apply as if you were in the Courtroom in person including, but not limited to, the following:

- (a) Recording, picture taking or videoing of the hearing/proceeding is prohibited.** Also, you may not use your cellular devices to send any information learned during the hearing or about any person in the hearing. Attorneys and clients may use cellular devices ONLY for the purpose of communication between them unless client is testifying OR if they are attempting to obtain an Exhibit for presentation.
- (b) Remote hearings are an official court proceeding.** All counsel, participants and individuals shall observe all rules of decorum, civility and ethics during all hearings. Everyone involved shall display respect for the dignity of the court by their conduct and language. Participants should not attempt ex parte communication with the Judge. Attire should be appropriate. All hats, baseball caps and hoods shall be removed from heads.
- (c) All individuals are prohibited** from using the Chat feature, texting, speaking or any other means of communication with other participants or other persons during the hearing, except a party may communicate with their attorney or an individual identified as being required for support while they are not testifying.
- (d) Exhibits.** Any documents that the parties wish to offer into evidence should be emailed to Court Administration at least 2 business days prior to hearing at courtadmin@bradfordco.org. (documents may be displayed through ZOOM by the participant or attorney, but cannot be admitted if the Court does not have a copy).
- (e) Nonparticipants.** As an observer or visitor, you will be required to place audio on mute.
- (f) Be on time.** You must join a meeting prior to the time the hearing is to begin. Sometimes it may take a few minutes to join. You may have to wait if prior hearing is taking longer than expected. If you are unable to connect to the ZOOM hearing, you should contact Court Administration immediately. If a party arrives on ZOOM late or is not present when the case is called risks the issuance of a bench warrant or a finding of having failed to appear.

JOINING A REMOTE HEARING

To join a remote hearing **by video/audio**, you will need an electronic device (smart phone, computer, tablet) with a webcam or built-in camera and microphone and access to the internet. If you have installed the free Zoom App, (i) click on the App, (ii) click on Join Meeting, (iii) enter the meeting ID, your name, and meeting password, and (iv) click on Join with Video. Wait to be admitted into the Zoom meeting. Otherwise, go to www.zoom.us and follow the same steps.

To join by audio only, you will need a telephone. Dial toll free 888-788-0099 and enter the meeting ID and password. Wait to be admitted into the Zoom meeting. The judge presiding over the matter will require you to identify yourself.

The Meeting ID and Meeting Password for Criminal Matters Court Days are as follows:

COURTROOM 1:

| DATE | MEETING ID | MEETING PASSWORD |
|---------------------------|-------------------|-------------------------|
| October 26, 2020 | 892 5374 3749 | 243932 |
| October 27, 2020 | 898 2125 5417 | 547181 |
| November 9, 2020 | 848 1885 1344 | 381000 |
| December 3, 2020 | 864 9089 8249 | 625308 |
| December 15, 2020 | 878 0891 1900 | 189158 |
| December 17, 2020 | 858 3013 7297 | 025507 |
| Same number for year 2021 | 864 6263 1246 | 977645 |

COURTROOM 2

| DATE | MEETING ID | MEETING PASSWORD |
|---------------------------|-------------------|-------------------------|
| October 29, 2020 | 841 3462 8508 | 677351 |
| November 10, 2020 | 894 3293 8590 | 917319 |
| November 12, 2020 | 828 6810 0395 | 370183 |
| November 23, 2020 | 856 8813 2777 | 378787 |
| November 30, 2020 | 891 6591 5312 | 152749 |
| December 14, 2020 | 849 2304 9812 | 317566 |
| Same number for year 2021 | 813 8978 8886 | 559012 |