

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 are permitted to attend a hearing via Zoom or if your hearing has been scheduled 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 the 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. Counsel, Participants, and Witnesses must be within a strong cellular service area and must be seated or standing. There shall be no background noise.

(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 must be delivered by mail or in person to Court Administration to be received at least 2 business days prior to hearing. (Documents may be displayed through ZOOM by the participant or attorney, but cannot be admitted if the Court does not have a copy). Do NOT email documents. During the hearing, the Court will determine if any of the documents will be admitted as evidence pursuant to the Pennsylvania Rules of Evidence. Copies of any such exhibits must also be provided to the opposing party or their counsel at least 2 days prior to the hearing and may be by mail, personal service, or email.

(e) Nonparticipants. Observers or visitors, may 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 a prior hearing is taking longer than expected. If you are unable to connect

to the ZOOM hearing, you should contact Court Administration immediately. A party who 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

| Meeting ID | Meeting Password |
|-------------------|-------------------------|
| 864 6263 1246 | 977645 |

Courtroom 2

| Meeting ID | Meeting Password |
|-------------------|-------------------------|
| 813 8978 8886 | 559012 |