*Directions: Fill out the form below and deliver it in person, via email, or by mail to the District Court*

IN THE DISTRICT COURT OF THE FOURTH JUDICIAL DISTRICT
OF THE STATE OF IDAHO, IN AND FOR THE COUNTY OF ELMORE

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) Case Number:

PLAINTIFF(S) )

) REQUEST FOR REMOTE HEARING

) INFORMATION TO ATTEND A VIRTUAL

) COURT PROCEEDING

V. )

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

 DEFENDANT(S) )

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

I hereby request the remote hearing information to attend the following Court Proceeding:

Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Time:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Location:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Presiding Judge:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\* **If a particular hearing is being held in person at the Elmore County Courthouse, i.e. not a virtual/remote court proceeding conducted through Zoom, remote or virtual access for that hearing will not be accessible.**

**For the hearings set as Remote/Virtual hearings, the access Meeting ID and Password will be emailed to you be the Clerks office to the email address provided below. See further instructions attached here regarding attending the virtual hearing.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

Print Name Signature Date

Email Address Phone Number

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Attendees will join the meeting from the virtual waiting room on mute to prevent audio distraction or feedback. Remain muted unless you are asked to speak to the court.
* Be mindful of what is behind you. Choose a solid neutral wall if possible. No offensive background or images.
* ***You may be removed from the hearing if causing a disruption.***
* Check the lighting. Light from a window behind you might blind the camera, making you look dark. Light above you in the center of a room might also cast shadows. Ideally, position a lamp, or sit facing a window, where light is directly on your face. Also be aware that your monitor casts light that can make you look blue.
* Test your connection and setup with Zoom ahead of time by testing your connection with a test meeting.
* Participants should dress and act as if they were in a physical courtroom.

**Remote/Virtual hearings, the access Meeting ID and Password emailed to the address provided on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Deputy Clerk