



Court of Special Appeals
Robert C. Murphy Courts of Appeal Building
361 Rowe Boulevard
Annapolis, Maryland 21401-1699

GREGORY HILTON,
CLERK

(410)260-1450
WASHINGTON AREA 1-888-200-7444

March 30, 2020

NOTICE REGARDING CONDUCT OF REMOTE ORAL ARGUMENTS

1. As announced on the Court of Special Appeals' webpage, the Court will conduct its April oral arguments via an on-line meeting platform known as [Zoom](#).
2. The day prior to your scheduled oral argument, you will receive a link to the Zoom meeting for your argument. Along with the link, you will be provided the Meeting ID and the meeting password, and alternative dial in information if your computer audio does not work (in this case, you will still leave open your computer connection for the video feed). Note: all cases scheduled for argument in the same courtroom will receive the same link and meeting information, but do not forward the link to anyone else – only counsel of record or self-represented parties will be permitted in the meeting.
3. On the day of your argument, join the meeting between 8:30 a.m. and 9:00 a.m. and check-in with the Clerk. As usual, let the Clerk know how you would like to split your time if you are representing the appellant and how much time you intend to use if you are the appellee. Also give the clerk a good phone number and email address to contact you on if there are issues with the meeting.
4. The Clerk will tell you what argument position your case is in when you check in. This may have changed from what is on the website. Unless you are the first case on the docket, after you check-in, you will be placed in the “waiting room” until your case is called.
5. If you are the first case on the docket, you will remain in the meeting space until the Judges enter the meeting and call the case.
6. The Court is attempting to make the arguments available via livestream over YouTube. We are currently uncertain whether that will be in place for your argument. Please check back on our website to see if that is the case. If so, you can monitor the progress of the other cases on the docket ahead of yours.
7. When your case is called, the clerk will bring you out of the waiting room and then the presiding judge will “call” the case and invite appellant’s counsel to begin.
8. During the appellant’s argument, the appellee’s microphone will be muted. Likewise, during the appellee’s argument, the appellant’s microphone will be muted.

9. A maximum of two counsel per side will be permitted to participate in the meeting. To avoid problems with feedback, those counsel should not be in the same room with each other.
10. Time will be kept by the clerk and displayed on the meeting space. The clerk will employ a count-down timer. When the clock indicates zero time remaining, your time has expired and, unless granted additional time, you should end your argument.
11. After all arguments in your case are completed, please leave the meeting. If you do not, the Clerk will remove you from the meeting.
12. Things to consider:
 - a. To the extent possible, present your argument as you would if you were in the courtroom. The Court is aware of the challenges of this way of holding arguments.
 - b. Each Zoom user is able to customize their view, so do not assume that your view looks like everyone else's view.
 - c. Check out your camera and microphone before the day of oral argument. Zoom has free basic accounts for you to run test meetings.
 - d. Consider your surroundings when selecting a place from which to join the meeting. Backlighting and cluttered backgrounds can be distracting. Avoid places where sounds from surrounding activity will be picked up on your microphone.
 - e. If the Court is not able to livestream the meeting on YouTube, it will be uploaded to YouTube promptly after the meeting ends. Check the Court's website for information on where to find the link.
13. If there is a technical problem with the call, if possible, the Clerk will announce that there is a problem with the meeting and will instruct everyone on the call to leave the meeting space and rejoin five minutes later. If the Clerk is not able to make an announcement and there is a technical problem with the meeting, leave the meeting, wait five minutes, and then rejoin the meeting using the same meeting information.
14. Attached is a basic guide on logging into a Zoom meeting.

Sincerely,

Gregory Hilton

Gregory Hilton
Clerk

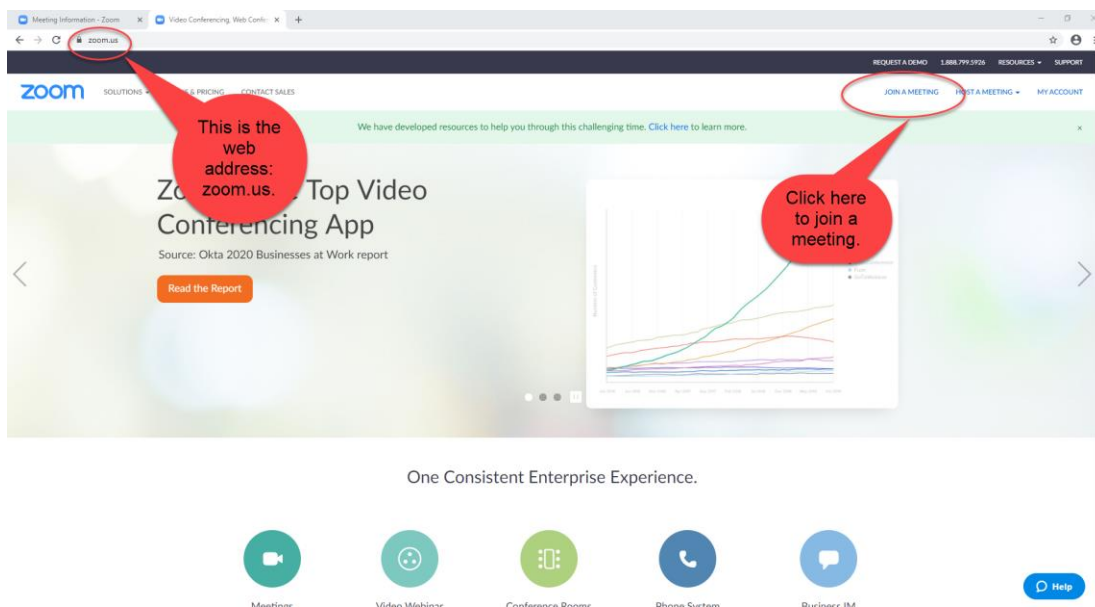
ZOOM MEETING QUICK REFERENCE GUIDE

This is a quick reference guide on how to join a Zoom meeting and some basic features of Zoom meetings. Before you join a meeting, take a look at the background behind you and lighting. Back lighting washes out your image.

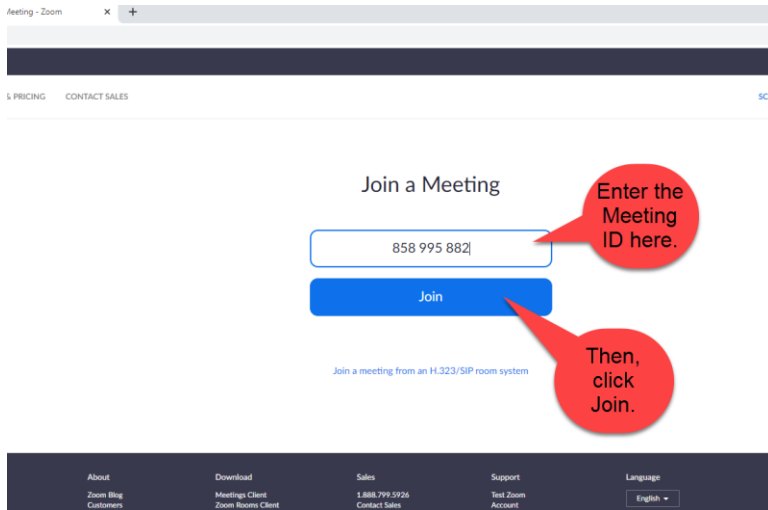
A meeting is created by a moderator and a meeting invitation is sent to participants giving them the MEETING ID and PASSWORD for the meeting.

JOINING A MEETING. To join a meeting, either click on the hyperlink in the invitation or open a web browser and enter **ZOOM.US** in the browser bar of your web browser (Chrome, Internet Explorer etc.).

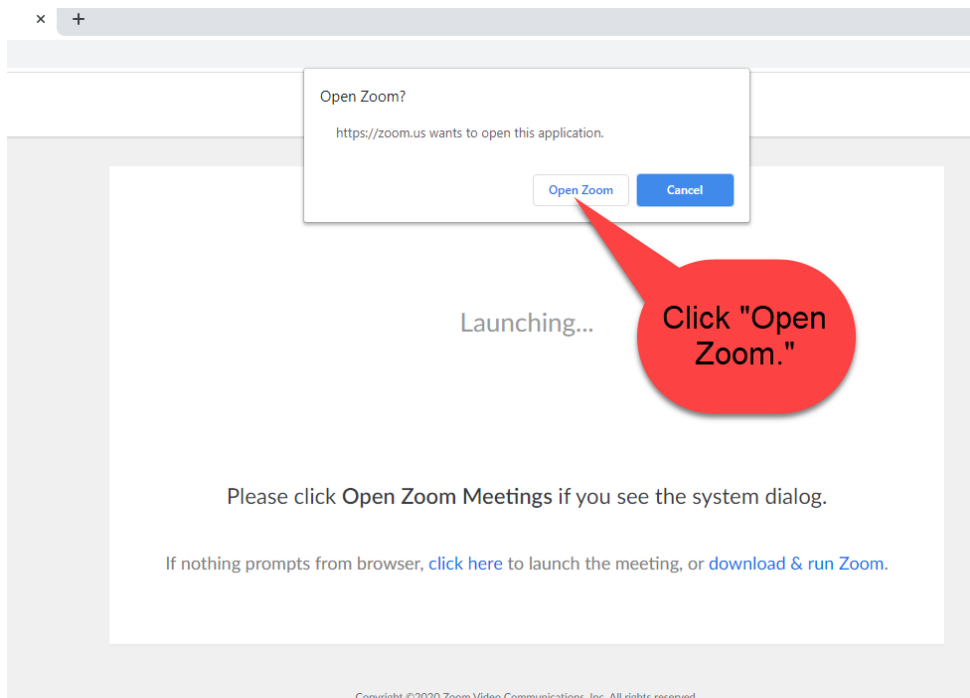
If you use the web browser, a webpage similar to the image below should open up. Select **JOIN A MEETING**.



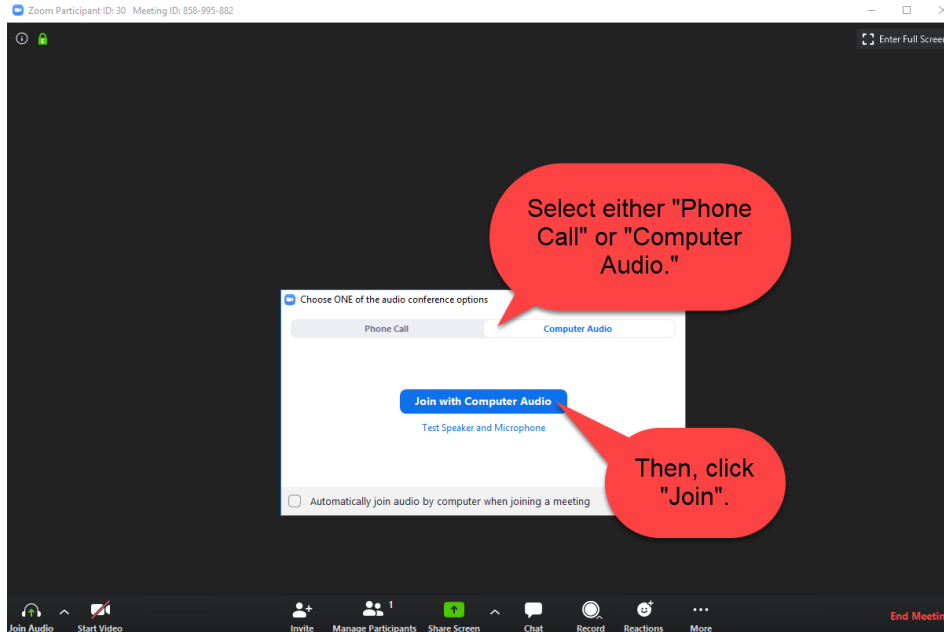
Next you should see this screen. Enter the meeting ID you are given and click join. The meeting ID shown is for demonstration purposes. If you are prompted for a password, enter the password you are provided. Each meeting has its own ID and password.



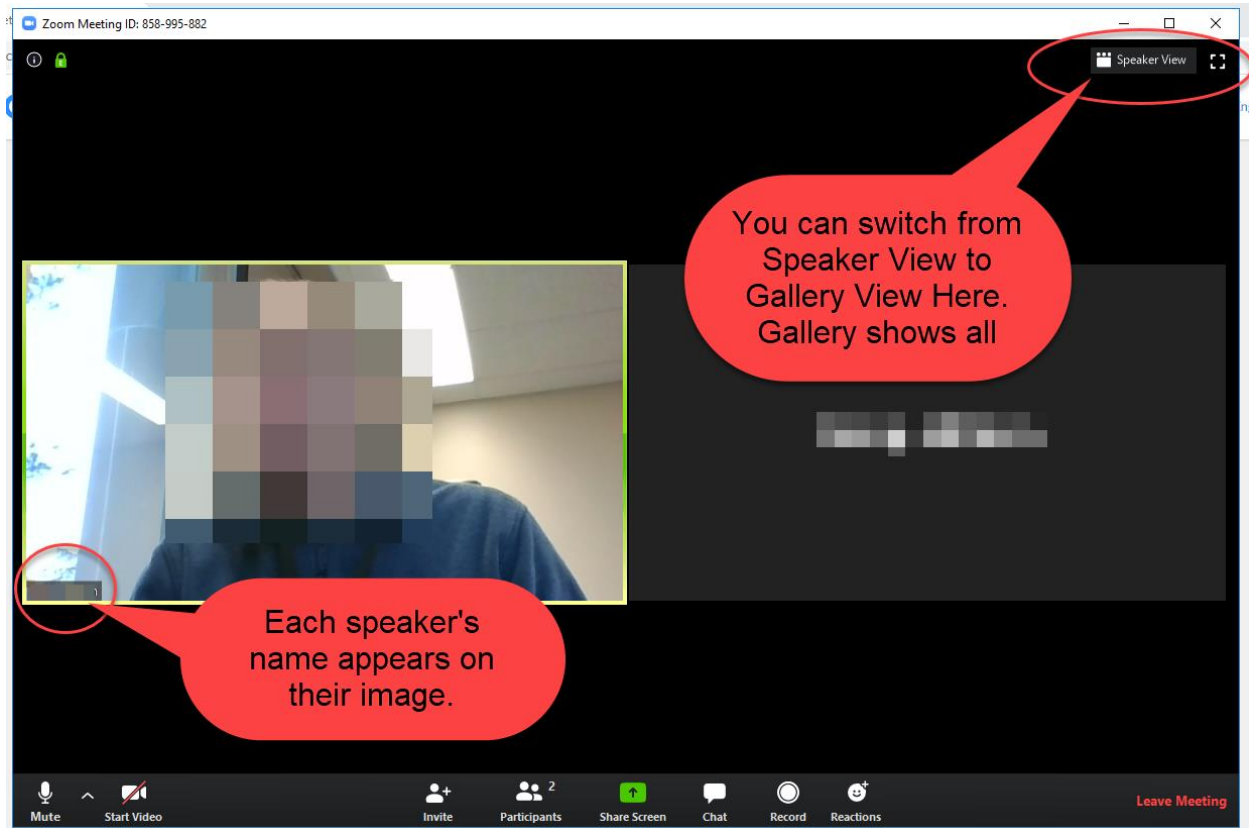
The next screen should look like this. Click **OPEN ZOOM**. If you use the hyperlink you will go directly to this page.



Select either join with **PHONE CALL** or **COMPUTER AUDIO**. **Computer Audio** is easiest if it is available. If you select **PHONE CALL**, you will still be able to have your image on the call. If you select **Phone Call**, Zoom will give a selection of phone numbers to call. Select **join**.



The next screen will be the meeting space. You will either be in **GALLERY VIEW** (shown immediately below) or in **SPEAKER VIEW** (on the slide following this slide). **GALLERY VIEW** gives everyone equally sized windows on the screen. The window of the current speaker is bordered in yellow. In the upper right-hand corner is a button that allows you to switch back and forth between GALLERY VIEW and SPEAKER VIEW. Note that your name appears in the lower left-hand corner of your image.



This is how **SPEAKER VIEW** looks.

