

PROTOCOL FOR CONDUCT OF HEARING BY VIDEOCONFERENCE

Chief Judge David E. Rice, Effective March 5, 2025

If the Court sets a telephonic or videoconference hearing, the following procedures apply, as well as any additional procedures announced prior to or during a hearing in any given case.

I. Connecting to Hearing

All parties are strongly encouraged to test their capability to participate via zoom videoconference software on their preferred device and verify that such device has clear audio and video connections prior to the hearing.

Each party must connect to the videoconference at least 5 minutes prior to the start time of the scheduled hearing. Parties should wear appropriate courtroom attire out of respect for the Court and the seriousness of the matters being heard, and should present themselves as they would if they were appearing in a physical courtroom. To the extent possible, all parties and witnesses should be alone in a room where there will be no interruptions or distractions for the duration of the hearing.

The Court will create an official recording of the videoconference hearing. *No party (other than the Court) may record or otherwise capture the audio or video of the hearing in any manner.*

Parties attending a videoconference hearing before Chief Judge David E. Rice **other than a Salisbury confirmation hearing** should use the following zoom login information:

<https://mdb-uscourts.zoomgov.com/j/1619520047?pwd=SElnkdPWF15TnU4c2ld2FWYzlwZz09>

Meeting ID: 161 952 0047

Passcode: 322806

Parties attending a Salisbury confirmation hearing day should use the following zoom login information:

<https://mdb-uscourts.zoomgov.com/j/1612802556?pwd=cUdOK0M4YldzUkR6WnA5ellOSkpFdZ09>

Meeting ID: 161 280 2556

Passcode: 430042

II. Announcement of Participation

After the Courtroom Deputy has called the case, she will individually confirm each party's attendance and ask each individual to enter their appearance and confirm that they are able to hear the audio. Each party who has connected to the hearing must announce their full name, affiliation, and the names of any other individuals watching or listening to the hearing through the participant's connection.

To ensure full transparency, the Courtroom Deputy will also identify all members of the Court participating in the hearing. Participants should email the Court at

Hearings_DER@mdb.uscourts.gov or call the Court at 410.962.4211 if they experience any technical issues during the hearing, including if they are disconnected or cannot enter the hearing.

During the hearing, parties must identify themselves before speaking. Parties also should announce their joining or rejoining if the hearing is in progress and, if necessary, request permission to leave or disconnect prior to the end of the hearing (as they would in the courtroom).

All participants are asked to place their lines on mute before and during the hearing, unless they are speaking or about to speak. All parties will begin the videoconference on mute and will need to unmute their device in order to announce their appearance.

III. Witnesses and Evidence

If participants anticipate their matter will require exhibits or testimony, it must be rescheduled to an in person hearing day. Chief Judge Rice does not allow evidence to be presented by videoconference. Please contact the Courtroom Deputy at Hearings_DER@mdb.uscourts.gov or call the Court at 410.962.7769 to reschedule the hearing.

End of Protocol