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Superior Court  
Of Snohomish County

ADMINISTRATIVE ORDER 39 - 22

Remote Appearance Requirements

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Adopted: November 10, 2022

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Effective immediately, Snohomish County Superior Court hereby adopts the following standards regarding remote appearances, which apply in addition to the requirements of SCLGR 19:

1. Equipment. Ensure that you have a stable internet connection, or phone line. Download the Zoom application prior to the hearing and test your video and audio settings. Ensure that you know how to mute and unmute yourself and turn your camera off or on.
2. Location. Choose a location that is private, quiet, free of distractions and looks relatively professional. Avoid places where people are talking in the background or may interrupt you.
  - a. Either use an appropriate virtual background or blurred background or be situated in a location with an appropriate background. Please avoid backgrounds/virtual backgrounds that are distracting. Also avoid backlighting, such as being in front of a window.
  - b. Unless you require a reasonable accommodation due to physical disability, do not lay down or recline while appearing remotely for court proceedings. Also avoid walking around, as that can be very distracting for the judicial officer and other participants.
  - c. If more than one device (computer, phone or tablet) is used in the same room, feedback can be a problem. Frequently this can be fixed by having the

microphone and speaker of only one device active at a time.

Headsets/earbuds can also solve this problem.

3. Hearing etiquette. Remote proceedings are still Court hearings, and the same decorum and respect required for a physical appearance is required for a remote appearance.
  - a. Dress and act in a way that is appropriate for court proceedings. Do not wear hats, sunglasses, or clothing with slogans or phrases that might be considered offensive or inappropriate.
  - b. Do not eat, smoke, chew gum or drink anything other than water.
  - c. Speak clearly, and at a slightly slower pace than you would normally speak. Consider the use of a headset or earbuds if noise or hearing is a concern or ask the host to turn on closed captioning. Do not interrupt or speak over others. If you would like to indicate your desire to speak, you may use the 'reactions' button to raise your hand, or you may raise your physical hand.
  - d. Look at the judicial officer when speaking. If you aren't being heard, if there is an objection or question, or you need to pause, you must be able to see those directions from the Court. Appearing remotely makes it harder to pick up these directions than when you are physically present. It is the remote party's responsibility to be responsive to these directions.
  - e. Identify yourself in Zoom with your actual name and role, rather than a 'virtual' name. If you forget to do this when you are logging in, you should do so once you are in the hearing. Click on 'participants' and then, in the column on the far right, find your name and click on 'more' and 'rename'.
  - f. Attorneys, parties, and witnesses with video capability should have the video on during their hearing, unless they have the permission of the Court to proceed without video.
  - g. Do not use the chat function to communicate information you think the court should consider, even if you are chatting to everyone.
4. Working copies and orders. Attorneys and self-represented litigants are responsible for ensuring that the Court receives working copies and proposed orders prior to date and time of the hearing. If directed to draft an order by the Court, the responsible party is responsible for ensuring the order is signed and submitted to the Court within 48 hours of the hearing. If the other party or counsel is not responding or refusing to sign, the party tasked with drafting the order is responsible for noting a presentation hearing. Failure to comply with this may result in a denial of future requests for remote appearance.

Dated this 10th day of November, 2022

GEORGE F.B. APPEL

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George F.B. Appel, Presiding Judge