



# *Juvenile Court of Memphis and Shelby County*

616 ADAMS AVENUE MEMPHIS, TENNESSEE 38105  
P. O. BOX 310 MEMPHIS, TENNESSEE 38101

## Attorney Protocols for Zoom Virtual Courtroom Hearings

YOU HAVE A CLIENT THAT HAS BEEN ORDERED TO APPEAR BEFORE THE JUVENILE COURT OF MEMPHIS AND SHELBY COUNTY, VIA THE ZOOM MEETING APP.

1. Please log in to your Zoom hearing prior to the designated start time to ensure you do not have any technical difficulties. If you are not able to log in properly, please contact the docket coordinator to advise them of your inability to log in so that a message can be given to the Magistrate or Judge.
2. Please rename your device with your first and last name.
3. You are responsible for forwarding the appropriate Zoom invitation to your client prior to the date of the hearing and ensuring that your client has the ability to log in using the Zoom link.
4. You are responsible for forwarding to your client a copy of the Public Protocols for Zoom Virtual Courtroom Hearings. If you do not have a copy then contact your docket coordinator and one will be forwarded to you.
5. If you have multiple Zoom hearings scheduled at the same time, please contact the coordinators for the various dockets to let them know of the schedule conflict. The coordinators will notify the Magistrate or Judge of the fact that you are participating in another Zoom hearing.
6. If you have a scheduling conflict that will prevent you from being available for the full docket please contact the docket coordinator who will communicate the need to handle your case in a timely manner to the Magistrate or Judge.
7. Attorneys are expected to dress appropriately for court. Business casual dress is acceptable.
8. Unless granted permission due to extraordinary and unexpected conditions, attorneys are expected to appear via video for all Zoom hearings.
9. Upon joining the Zoom hearing, you will be placed in the waiting room until the Magistrate or Judge admits your case to be heard. There may be several cases set on the docket. Your case will be called as close to your designated time as possible.
10. Please find a stable, stationary, and appropriate area for your Zoom hearing to avoid distracting movement and noise in the background. Turn off any radios, televisions, or any other items that cause background noise.
11. You will not be allowed to participate in the Zoom hearing if you are driving or engaged in any conduct that prevents you from giving your full attention to the scheduled Zoom hearing.
12. The proceedings are recorded by the court and the court's standing rules prohibiting video and audio recording in the courtroom remain in effect. You are prohibited from recording these proceedings in any way. **It is unlawful for you to record or live stream your Zoom hearings.**
13. If your client is not able to appear at the hearing via Zoom and will be physically appearing at the courthouse you must notify the docket coordinator of such so the coordinator can notify the Magistrate or Judge.
14. In most circumstances, your client and any witness **MUST** appear via video for your Zoom hearing. Judicial permission is required for any party or witness to appear via audio only.

15. Exhibits and other documents you wish for the court to consider must be emailed to the court at least 24 hours prior to the hearing by sending the documents to [JCC-Orders@shelbycountytn.gov](mailto:JCC-Orders@shelbycountytn.gov) (non-child support cases) or [Alisha.Partee@shelbycountytn.gov](mailto:Alisha.Partee@shelbycountytn.gov) (child support cases). Evidence not anticipated or submitted prior to the hearing may only be considered based upon the discretion of the court. The only formats that will be accepted are PDF or documents, JPG and PNG for images, and MP4 for videos. No DOC formats or executables will be accepted.
16. All exhibits or other documents should be named in this format: the case number and short description, e.g. "XX1234 Plea Papers" or "ZZ9876 Wage Documents".