

**IN THE CHANCERY COURT OF SHELBY COUNTY, TENNESSEE
FOR THE THIRTIETH JUDICIAL DISTRICT AT MEMPHIS**

RULES FOR ZOOM HEARINGS

1. Prepare for Virtual Hearings

Internet Access – You must have reliable and stable access to the internet to participate in the hearing.

Smart Phone, Tablet, Laptop or Desktop Computer – You must have access to a smart phone, tablet, desktop or laptop computer with access to the internet and a **video camera and microphone**.

Email Address and Phone Number – Make sure the Courtroom Clerk has your current email address and phone number. If you have not received a “Meeting ID” or link or other instructions about how to join the Zoom hearing, call the Courtroom Clerk at least three (3) days before your hearing is scheduled.

Test for any technical issues prior to your hearing.

2. Conduct

“All litigants, witnesses, and jurors are expected to conduct themselves with reserve and courtesy, and when appearing in Court, to dress appropriately in a clean and neat appearance so as to preserve the dignity of the Court.” Rules of the Chancery Court for the Thirtieth Judicial District, Rule 1(g).

Behave as you would in a courtroom.

You should be appropriately dressed. “All attorneys and Court attendants shall be appropriately dressed during court sessions; male attorneys shall wear coats and ties.” Rules of the Chancery Court for the Thirtieth Judicial District, Rule 1(f).

Find a quiet room, away from children or others not participating in the meeting. Silence your cellphone, email and text notifications.

Make sure there is bright lighting so you can be seen on camera.

Place the camera at eye level. Make sure the camera is not moving. Do not hold the camera while you walk or ride in a moving vehicle. Movement in the background makes it difficult for the Court to focus on what you are saying.

All participants must use their best efforts to be courteous to one another and all participants must speak slow and purposefully to **avoid speaking over one another** due to time-lags and sound delays and distortions related to internet speeds.

Please be aware that while Court is in session, no one may film, photograph, or electronically record any of the proceedings without approval of the Court. Rules of the Chancery Court for the Thirtieth Judicial District, Rule 1(k).

The Chancellor retains broad discretion to take appropriate steps with participants who do not comply with the foregoing, including but not limited to muting participants, admonishing the participants, removing the participants, and holding a participant in contempt of court.

3. Access the Virtual Hearing

Click on the link that you received for the hearing, being sure to take note of the “Meeting ID” and password. Enter the “Meeting ID” and password when prompted.

After you enter the “Meeting ID” and password, a screen should load showing your face, after you see this screen, click “**join with video.**”

When asked, you will need to choose a name for yourself that will be shown on the screen during the hearing. You **must** use your full name as it appears in your case as well as your case number so that you can be identified. If you fail to do so you may not be admitted into the proceeding.

You may receive a message that says “Waiting for Host to Start the Meeting.” **Please do not leave the meeting;** once the host begins the session, you will have joined the session and will be placed in the “Waiting Room.”

When the court is ready to hear your case, you will be allowed entry into the Zoom hearing from the “Waiting Room.”

A message box will then appear asking you to “**join with computer audio,**” or “**join with internet audio.**” Selecting one of these options will allow you to hear the meeting and speak through your device.

You should remain on mute until it is your time to speak. The Chancellor will address you when it is time for you to speak. Speak directly to the Chancellor and do not speak to any other party in the case unless the Chancellor gives you permission to. This applies to the other side as well. The correct way to address the Chancellor is, “Your Honor” or Chancellor [Chancellor’s Last Name].

4. Questions or Concerns

If you have any problems accessing the meeting within 30 minutes of the hearing, send an email to the Courtroom Clerk for the courtroom of your hearing. In the subject line, please write “URGENT: Zoom Hearing.” In the body of the email, include your name, case number, phone number, and the problem you are having. You will be contacted to facilitate your access to the meeting. The Clerks’ email addresses are listed below:

PART I – CHANCELLOR MELANIE TAYLOR JEFFERSON	
Callon Parham	callon.parham@shelbycountyttn.gov
PART II – CHANCELLOR JIM KYLE	
Nasha Brown	nasha.brown@shelbycountyttn.gov
PART III – CHANCELLOR JOEDAE L. JENKINS	
JT Hall	jt.hall@shelbycountyttn.gov