

To: Members of the Greensboro and High Point Bar Associations

From: Superior Court Judges Chambers

In an effort to comply with recent directives from the Administrative Office of the Courts and to decrease the number of individuals who are required to enter both the Greensboro and High Point Courthouses on a daily basis, we want to make you aware of further changes we will be implementing. We will not have any jury trials in Guilford County until at least November 2<sup>nd</sup>, 2020. Effective the week of September 7<sup>th</sup>, 2020, all civil motion hearings in Superior Court will be held via WebEx video conferencing. Below, please find details as to how this new process will work.

### **Greensboro/High Point**

- Motions shall continue to be spread out for hearing throughout each weekly civil session.
- Parties will continue to submit their calendar request(s) for the Session start date (the first day of the weekly session) and include which days, if any, they are not available for hearing. They will also be able to select a morning or afternoon preference for the hearing.
- There will be an updated version of the Request to Calendar uploaded to nccourts.gov for the additional information needed to set up remote hearings.
- The Trial Court Coordinator (TCC) will continue to set the hearing times for each motion based on court/time and party availability.
- On the Thursday prior to the session beginning, the TCC will post the calendar on nccourts.gov.
- The calendar will include under each individual case the details of the specific date and time the hearing will take place.
- The TCC will email parties on the Thursday prior to the session beginning with the information needed to join the WebEx hearing.
- Attorneys will need to note that if they feel in-person communication with their client may be necessary during the remote hearing, that client will likely need to be present in their attorney's office to make that private communication possible.
- There will be one meeting link generated for each day court is in session, not an individual link per case.
- The link will be sent to counsel or pro se individuals only by the Court. If parties feel it is necessary to have other individuals join the hearing, they are welcome to forward the joining information to those people.
- The TCC and/or presiding Judge will maintain "hosting responsibilities" throughout the hearings.
- Attorneys will need to continue to submit any briefs/memorandums to the TCC prior to the hearing.
- Those documents must be received by the TCC by the Thursday prior to the session start date to allow sufficient time to disseminate the materials to the presiding judge.
- A WebEx account is not required to join and participate in meetings, but if you would like to download the application you are welcome to do so here: <https://www.webex.com/downloads.html>

**\*\*\*PLEASE NOTE ALL HIGH POINT MOTIONS WILL BE SCHEDULED ON MONDAYS\*\*\***