



*Circuit Court for Montgomery County*  
*Judicial Center*  
*50 Maryland Avenue, Room T-020*  
*Rockville, Maryland 20850*

*Matthew C. Bonner*  
*Technical Services*

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## Video Conferencing Procedures

The Montgomery County Circuit Court offers video conferencing in courtrooms and hearing rooms. The video conferencing service is capable of up to 25 participants on a single video call.

### **Requirements for the party(s) participating in the video conference:**

- 1) Each participant must have a desktop computer or notebook PC that contains a video camera (internal or external), microphone, and speakers.
- 2) Video teleconferencing quality is dependent on the Internet connection of the remote party. High-Speed access to the Internet is recommended via a cabled high-speed data connection (Cable or LAN) preferably through a wired connection. Cellular access, public Wi-Fi Internet connections, and the use of mobile devices are not recommended due to reliability of the connection.
- 4) An email account is required for the Circuit Court to send a web link or URL address to the video participant(s). Prior to the court session, remote parties should download and install the free video application required to join the meeting.

### **Instructions:**

- 1) Per MD Rule 2-803/804, the requesting party must file a motion with the Montgomery County Circuit Court requesting a video conferencing call OR obtain prior permission from the presiding judge/magistrate
- 2) As soon as the motion is signed, or the judge/magistrate approves the videoconference, the requesting party must provide Technical Services with: The date and time of the video conferencing call, the judges/magistrates name, email address(s) of the party(s), party(s) name, and party(s) telephone number.
- 3) Prior to the video conference, a charge of \$300 (providing up to 3 hours of video conferencing; thereafter, a charge of \$100 per hour will be assessed) must be paid through the Montgomery County Circuit Court, Technical Services Department, Room T-020, 50 Maryland Avenue, Rockville, MD 20850 by the party requesting the video conference. If payment is made by check, the check should be made payable to the "Clerk of the Circuit Court".

- 3) **A connection test between Technical Services and the remote party is strongly recommended at least 24 hours before the court appearance in order to verify a quality connection will be present in court.** Without a successful test call, it will be up to the Judge's discretion to allow the video conference to take place.
- 4) On the day of the scheduled video conference, the Technical Services Department will setup the video equipment in the hearing room/courtroom. Each video conference participant will receive an email that contains the URL link for the video conferencing call.
- 5) Prior to the judge/magistrate entering the hearing room/courtroom, Technical Services staff will initiate the video conferencing call and wait for all participants to join the call.
- 6) If you have any further questions, please contact the Technical Services Department at 240-777-9150.

A signature below signifies receipt and review of this procedure:

Received by: \_\_\_\_\_

Received date: \_\_\_\_\_

Case Number: \_\_\_\_\_