

SHELBY SUPERIOR COURT 2 REMOTE HEARING PROCEDURES

Remote Hearings are governed by Interim Indiana Administrative Rule 14.

There are several good videos on [Youtube](#) about how to use Zoom. Zoom requires a computer or phone or tablet with a video camera and microphone and an internet connection. **If you have documents or exhibits that you want the court to consider, you must file those with the court at least two (2) business days before any Zoom hearing.** You must also send copies to the opposing party.

The notice from the Court will contain a meeting ID number and a password. Go to www.zoom.com/join and enter the Meeting ID number and the password provided by Court. When you join the meeting you will be placed in a virtual waiting room. The Court will admit you to the meeting when it is your turn. It may be awhile so please be patient. Please make sure you conduct yourself and control your surroundings like you are in court, because you are! Contemptuous behavior on a Zoom call is just like contemptuous behavior in the court.

Before the hearing, please fill out the appropriate Party Information Sheet on the left side of this page and return it to the court. You can mail or fax it to the court at (317)392-6499 or contact the Court for instructions on emailing it.

The court prefers to conduct all virtual hearings via Zoom, but the Court may resort to phone calls if necessary. If you cannot use Zoom, your notice from the Court will contain phone numbers that you can use to call into the court hearing. Call any one of the numbers, enter the same Meeting ID and the numerical password (it will be different than the password for the computer meeting).