

DISTRICT COURT, ARAPAHOE COUNTY, COLORADO 7325 S Potomac Street Centennial, CO 80112 303-649-6355	DATE FILED: January 28, 2022 3:02 PM CASE NUMBER: 2019CV112
PLAINTIFF: ECHELON PROPERTY GROUP LLC v. DEFENDANT: BOBBY SALANDY	▲ COURT USE ONLY ▲ Case Number: 19CV112 Div.: 21 Ctrm: 21
WEBEX PROCEDURAL ORDER	

THE COURT, being duly advised in these premises hereby finds and orders as follows:

1. For the hearing scheduled to commence **on May 12, 2022 at 10:00 a.m.**, the court will use Cisco WebEx Meetings and allow remote participation. Parties, counsel, witnesses, and other participants shall use a computer, tablet or smart phone equipped with a camera and microphone and shall comply with the following:
 - a. Link to: <https://judicial.webex.com/meet/peter.michaelson> ;
 - b. Enter your name and email address (so we know who you are). You will then be in the virtual courtroom.
 - c. Select your audio setting. If the audio on your computer or tablet does not work, please use the alternate audio option of calling in to the number below.
 - d. If you do not have a device that will support a video connection, you may still participate by audio only by calling 720-650-7664. When prompted enter code 921-790-768 then press #.

2. Attorneys shall provide clients, witnesses (for participation) and interested persons (for attendance only) before the Hearing with the appropriate instructions set forth below. These procedures apply with equal force and effect to all *pro se* parties.
3. The virtual courtroom will be open to the public during all hearings unless otherwise ordered by the Court. Until further notice the actual courtroom in the Arapahoe County Judicial Center shall remain locked. A motion for closed virtual proceedings must be made at least seven days in advance of the Hearing.
4. Audio and/or video recording of any portion of a WebEx hearing is strictly prohibited. Violation of this prohibition may result in the imposition of sanctions including contempt of court.
5. Parties should allow additional time for WebEx hearings and should anticipate the need to take more frequent breaks.
6. Parties should call in at their regularly scheduled hearing time; shall not interrupt any ongoing proceedings and shall wait to be acknowledged by the Court. Failure to abide by these rules may result in the Court muting, placing a person into the WebEx “lobby,” locking the proceedings, and, or expelling a person from the virtual proceeding.
7. Participants shall follow ordinary standards of decorum especially as follows:
 - a. be appropriately dressed,
 - b. be in a quiet and well-lit space,
 - c. be certain their device is functioning including an adequate internet connection,
 - d. be aware there may be a lag between hearing a speaker and seeing them speak,
 - e. avoid interruptions while others are speaking, especially when an interpreter is involved.

8. All proposed exhibits must be uploaded seventy-two hours in advance of the hearing.
 - a. Duplicate exhibits shall not be allowed.
 - b. Counsel shall meet and confer and exchange trial exhibits prior to the trial or hearing.
 - c. **STIPULATED EXHIBITS SHALL BE MARKED 1-99; DISPUTED EXHIBITS SHALL BE MARKED A-Z.**
 - d. All exhibits shall be page numbered and show the case number on an exhibit label or stamp, as well as the date of the trial or hearing.
 - e. Exhibits placed in the register of actions shall describe the document by exhibit number or letter as well as by a brief description.
 - f. Physical exhibits including demonstrative exhibits shall be preserved untampered by the proponent of the exhibits pending appeal, shall be photographed and the photographs filed with the Court no later than seven (7) days after the trial or hearing concludes.
 - g. All original exhibits and depositions, whether received into evidence, shall be preserved until the time for appeal has expired or all appellate proceedings have been terminated plus sixty-three days.
 - h. Any audio or audiovisual recording that may be offered into evidence must be provided to the court in advance of the hearing on a storage device which must be in a format that can be played without proprietary software.
 - i. Counsel is expected to know how to utilize the “share screen” function in WebEx to publish exhibits for all participants.

9. If the WebEx system becomes unavailable for any reason, the court will utilize its telephone conference line at 303-645-6601, 57333#. If a party needs assistance during the Hearing please send an email to the Division Court Judicial Assistant:

cecilia.reed@judicial.state.co.us.

10. A record of the proceedings will be maintained by the Court by FTR. However, the Parties may retain and pay for a certified court reporter who shall be an agent of the Court and who shall comply with the Eighteenth Judicial District's Policy regarding Freelance Court Reporters in Civil Proceedings.

SO ORDERED this 28th day of January, 2022.

BY THE COURT:

A handwritten signature in black ink, appearing to read "Peter F. Michaelson", written over a horizontal line.

District Court Judge Peter F. Michaelson