

## CIRCUIT COURT - DIVISION EIGHT

**Effective January 3, 2023**

Circuit Court Division Eight (8) will transition all remote appearances to a **ZOOM** platform, as opposed to utilizing the conference call line. **Any remote appearances** from this date forward shall be via **Zoom**. Each person appearing by video Zoom shall join the meeting with their name and case number displayed. (Example: *Atty. Lisa Smith 23-CI-1234*). Each party is expected to appear by video unless their circumstances only allow them to call into Zoom through a telephone.

### **Zoom Video Login Information:**

Meeting ID: 453 591 5814

or

<https://us02web.zoom.us/j/4535915814>

### **Telephonic**

Phone #: 1-312-626-6799

Meeting ID: 453 591 5814

### **MOTION HOUR**

**Mondays**

**Criminal** (1:00 pm): All *in-custody* criminal matters, including arraignment, will be *in person*.

**Civil** (1:15 pm): Parties are encouraged to attend in person but may appear remotely.

### **JURY AND BENCH TRIALS**

All bench and jury trials will be held *in person*.

### **HEARINGS AND OTHER MATTERS**

Any hearing that will require testimony from witnesses or the introduction of any evidence will be held *in person*.

For any other matter, the Court encourages in person attendance. However, the Court will continue to offer the remote option provided the party seeking to appear remotely provides notice to the Court and opposing counsel **at least 7 days prior** to the scheduled court appearance. The notice shall set forth the reasons for the request and will be subject to Court review. Notice shall be provided by email to [cheriequick@kycourts.net](mailto:cheriequick@kycourts.net)

**Zoom "courtroom" etiquette:** All parties joining the Zoom meeting shall be **on mute** until your case is called. For remote appearances other than motion hour, you will remain in the waiting room and be brought into the "courtroom" once the court is ready to call your case. If you are having any Zoom connection issues, please contact Cherie Quick at (502) 595-4294.