



City of Santa Fe, New Mexico

2511 Camino Entrada, P.O. Box 909, Santa Fe, N.M. 87504-0909

MUNICIPAL COURT *Virginia Vigil, Municipal Judge*

Phone: (505) 955-5070

Fax: (505) 955-5159

September 14, 2020

Subject: Trials/Motion Hearings

The following procedures will be adhered to until further notice in response to the COVID-19 Health Crisis.

All trials/motions hearing will be conducted by Zoom video.

Setting a Zoom Trial/ Motion hearing

Once the parties request a trial/motions hearing, the court will send a Zoom link via email to the parties and witnesses. *Defendants and/or witnesses who do not have the ability to Zoom- Parties shall notify the court at the time a trial/motion hearing is requested and the court will have a laptop set up at the courthouse for them to use.

Witnesses

The party calling the witness is responsible for ensuring the witness has a separate video and audio feed. *Defendants and/or witnesses who do not have the ability to Zoom- Parties shall notify the court at the time a trial/motion hearing is requested and the court will have a laptop set up at the courthouse for them to use.

It is the responsibility of the party offering the witness to ensure that the witness has the link to the proceedings

Rule of Exclusion

Witnesses will be asked to leave the meeting and the party calling the witness is responsible for ensuring the witness rejoins the meeting at the time of their testimony.

Exhibits in Zoom Trials/Motion Hearings.

1. No later than forty-eight (48) hours before the start of any hearing held by telephonic or audio-video connection at which a party plans to offer documentary and/ or video exhibits for admission, unless otherwise directed by the court, the offering party shall submit the following to the court with a copy to the opposing parties:

- (a) the proffered exhibits; and
 - (b) an exhibit list that indicates whether the parties stipulate or object to the admission of each proffered exhibit and, if opposed, the grounds for any objections.
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2. If it appears that one or more proffered exhibits will be opposed, the presiding judge may hold an evidentiary hearing prior to the hearing at which the exhibits are sought to be admitted in order to resolve objections to the admission of exhibits.

3. The admission of exhibits opposed on foundational or authentication grounds may be conditionally admitted pending witness testimony, but purely legal objections to the admission of an exhibit may be resolved before the hearing for which the exhibits are sought to be admitted.

Court Interpreters

Defendant and/or witnesses requiring the use of a Court Interpreter shall make a request at the time a trial/motion hearing is requested.

Zoom Procedure for Joining a Zoom Trial/Motions Hearing

Either click on the link provided from the Court OR

Open web browser on device

Go to website zoom.us

Click on the upper right “Join a Meeting”

Enter the meeting number – JOIN enter password

- If using app on cellular device, open app, “Join a Meeting”
 - Enter meeting number, your name and JOIN

Join with audio and video

Zoom Instructions during Zoom Trial/Motions Hearing

Mute/Unmute microphone

Start/Stop Video to turn camera on/off during meeting

Participants’ icon will display the all included in the meeting

Share screen – if needed to share screen for video, photo, document display, click on “share screen” which will allow all participants in the meeting to see what is on the computer

- Please stop share when finished with presentment

ZOOM Help/Support – <https://support.zoom.us/hc/en-us>
<https://zoom.us/resources>