

Technology Plan Pike County Probate and Juvenile Court

In accordance with Local Rules 5.1 and XXI of the Local Rules of the Probate Court and Juvenile Court, respectively, this Technology Plan provides an overview of the Pike County Probate and Juvenile Court's utilization of technology in the delivery of court services and maintenance of judicial operations. The applications outlined in this Plan include both public-facing technologies serving litigants, attorneys, members of the public, and other justice system stakeholders, as well as internal technology systems utilized by judicial officers and court staff. IT infrastructure information is not included in this list for safety and security reasons, including firewall, storage system, backup, anti-virus, disaster recovery, and cyber security.

The purpose of this Plan is to:

- Define how the Court uses technology to support attorneys, parties, and the public to be aware these services are available for case management, case filing, recordkeeping, efficient communications, and administrative functions
- Provide a list of the Court's IT functions and applications that support serving the public
- Assist the Court in more readily identifying opportunities for improved efficiency and cost savings through the use of technological solutions
- Promote the alignment of IT initiatives with the goals of the Court

A. Case Management

The Court uses the following applications to manage their docket and related case records (e.g., case management software, digital notification applications, party check-in software, etc.):

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
fileProWeb	Case management software utilized by court staff	On-site training; virtual training; vendor training materials	Experienced staff members for both courts
Probation Kiosk Check-in (provided by Henschen & Associates)	Allows for check-in by probationers	Signage and prompts on kiosk	Probation Department
Graphical Scheduler (Google Calendar)	Schedule court hearings and judicial meetings	On-site training; virtual training; vendor training materials	Court staff

The Probate and Juvenile Courts use *fileProWeb* as its case management system. The case management system has been provided by Henschen & Associates. Pursuant to the Local Rules 78.1 and XV of the probate and juvenile court local rules, respectively, the Case Management Plan outlines the case management schedule designed to ensure the timely disposition of cases. The case management system, *fileProWeb*, contains docketing, case-related financial information, reports, and internal case notes. This application is used by the staff of both courts. Training for the case management system is provided by Henschen & Associates by on-site training, remote training, and electronic manuals.

The *Probation Kiosk Check-in* is a module that was provided by Henschen & Associates. The kiosk allows probationers to check in for their probation with or without seeing a probation officer. The system can take photos of the probationer by the installed camera. Photos, questions, and other information can be entered and provided to the probation department.

The *Graphical Scheduler/Google Calendar* is an integrated calendar with the case management system. Staff are able to view scheduled court hearings, meetings, and other case information from their desktop. The calendar can also be viewed with a mobile device.

B. Clerk of Court Functions

The following applications are used in the performance of clerk related functions:

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
fileProWeb	Case management software utilized by court staff	On-site training; virtual training; vendor training materials	Experienced staff members for both courts
fileProWeb	Online case information for public	Court's website	Experienced staff members for both courts
e-Court Scanning	Document imaging software utilized by court staff	On-site training; virtual training; vendor training materials	Experienced staff members for both courts
e>Returns	Certified mailer software providing electronic returns	On-site training; virtual training; vendor training materials	Experienced staff members for both courts
e-Mailing (Merge Pro)	Emails docket images from compression server	On-site training; virtual training; vendor training materials	Experienced staff members for both courts
e-Service and e-Subpoena	Provides for electronic delivery of subpoenas and returns	On-site training; virtual training; vendor training materials	Experienced staff
Bridge Payment	Online credit card processing	Vendor training materials and remote assistance by phone	Court staff

The court's case management system is *fileProWeb* and is described in the **Case Management Section**.

The Probate and Juvenile Court provides online access to its case information and court documents through and integration of *fileProWeb* and its website designed and hosted by Henschen & Associates. The Juvenile Court only provides docket information for its adult cases. The public must agree to terms and conditions before doing any online case searches. The terms and the Court's privacy policy align with Superintendence Rules 44-47 that restrict public access to certain types of case information, as well as policies under Ohio Court Security Standard 16 that protect confidential information. User instructions are provided on the website.

e-Court Scanning is the document imaging software that is used to scan and electronically store court records. This software is integrated with *fileProWeb* and allows for online access of public records for the Probate Court and adult records for the Juvenile Court. Training for document imaging is done simultaneously with training for the case management system and is provided by Henschen & Associates as previously described herein.

Service on parties by certified mail is provided by the *e>Returns* module provided by Henschen & Associates. This module integrates with *fileProWeb*. The *e>Returns* application lets the Court electronically process certified mail. Instead of receiving green certified mail returns from the post office, the courts receive returns electronically. Training for the *e>Returns* is provided by Henschen & Associates as described herein previously.

The *e-Mailing/Merge Pro* application is used to email scanned documents directly from the case docket to email recipients that are added to an address book maintained in the case management system. This application is a feature that was added to *fileProWeb*, and training is provided by Henschen & Associates as previously herein described. The *eService/eSubpoena* application is an application used by the deputy clerks to electronically send subpoenas to be served by law enforcement. This web-based interface allows law enforcement to receive, print and track subpoenas. Returns are provided electronically to the Court. This application is a part of the case management software and training is provided by Henschen & Associates as previously herein described.

Bridge Payment is the company that provides credit-card processing for court visitors wishing to pay court costs by credit or debit cards. *Bridge Payment* provides web-based software for the court staff and credit cards can be processed online from staff PC terminals. Court employees receive payments by manually typing in credit card information either in-person or over the phone. Training is provided by online tutorials and phone assistance from the vendor.

C. Detention Center Management

The Pike County Juvenile Court does not manage a detention center.

D. Dispute Resolution

The Probate and Juvenile Courts do not utilize any specific applications to conduct dispute resolution proceedings or mediation.

E. Evidence Management

The Probate and Juvenile Courts do not utilize any specific applications to manage the receipt, distribution, or retention of evidence.

F. Filing

The following applications are used to manage the filing of court documents (e.g., electronic filing, electronic signatures, electronic payment, etc.):

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
fileProWeb eFiling	Electronic court filings	Court website and e-Filing instructional materials	Deputy clerks
LexisNexis VitalChek	Embedded web payments used by e-Filers	Court's website and e-Filing instructional materials	Judge and experienced staff
Microsoft Outlook	Filings by email	Court's website or by staff	Court staff
Fax Machine	Facsimile filings	Court's website or by staff	Court staff
ePayments	Online payment software used by the public	Court's website or by staff	Experienced staff members for both courts
eCitations	Electronic filing of juvenile traffic citations	Vendor instructions	Juvenile Court Staff

The Pike County Juvenile Court accepts filings by fax, email, or electronically as permitted by Local Rule XII. Probate Court accepts filings by fax and email as outlined in its Local Rule 57.6. Local Rule 57.9 of the Probate Court provides for submission of court documents by electronic filings.

Court documents submitted by the *eFiling* application are integrated with *fileProWeb*. The Courts' vendor, Henschen & Associates, hosts the e-filing platform. Filers are required to register and create an account. Instructions for filers are provided in the "eFiling User Guide" that is made available to filers. Training for the court staff was provided by Henschen & Associates through virtual training, practice models, and guided assistance when needed. Payments for filed court documents are made by credit card through embedded web payment services provided by *LexisNexis VitalChek*. Instructions for payment are provided to filers by prompts during the eFiling process and through user manual.

The Juvenile Court and Probate Court both permit filings by facsimile at (740) 941-3086. Both courts accept filings by email using specific email addresses through *Microsoft Outlook*. The Juvenile Court accepts emailed filings at juvenile.court@pikecounty.oh.gov. Probate Court accepts emailed filings at probatecourt@pikecounty.oh.gov.

The Juvenile Court uses the *ePayments* application provided by Henschen & Associates through its case management section. Persons are able to make web payments for court costs and fines. Law enforcement officers can file juvenile traffic citations electronically with the *eCitations* application provided by Henschen & Associates. This module is a part of the juvenile court's case management system. When a citation is submitted electronically, a new case is opened, and the staff is alerted that a traffic citation has been filed. Training is provided by the vendor through on-site training, guided assistance, and vendor materials.

G. Fiscal

The Court uses the following applications for financial management and accounting:

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Visual Intelligence Portfolio	Accounting software	Vendor training materials and hands-on training from experienced users	Experienced staff members for both courts and

Financial management and accounting are provided by *Visual Intelligence Portfolio*, a web-based software program utilized by the county auditor. This application allows for the courts to create, process, and track purchase orders and submit invoices for payment by the auditor's office. The courts are also able to view fund balances and plan budgets. Training for the application is provided by hands-on orientation provided by the auditor's office staff and online tutorials.

H. Hearings

The Court uses the following applications to conduct hearings and related proceedings (e.g., remote hearings, digital recording software, judicial dashboard/e-bench, etc.):

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
DCR - BIS Digital	Digital recording of court hearings	Vendor training materials; on-site training	Experienced staff members for both courts
Zoom	Conduct remote hearings and appearances; attend training and meetings	Email or letter from court; vendor training materials; website	Staff members

The courts use *DCR – BIS Digital* to record court proceedings. This application is used in the courtroom and consists of digital recording equipment and software. Staff receives on-site training and remote assistance.

Remote participants appear remotely for court hearings by using *Zoom*. Staff is trained using tutorial videos and instructions on the vendor’s website. The Courts have adopted a Local Rule regarding remote appearances. [See *Appendix A* for Local Rules 57.11 and XXII.] Scheduled hearings that will be conducted remotely or that will permit an appearance remotely will so indicate on the notice of hearing and instructions for participation will be included with the notice. [See *Appendix B* for Instructions for Participating in a Remote Hearing Using *Zoom*.] Participants wishing to appear remotely at any other scheduled hearing must request permission in writing. [See *Appendix C* for Application to Appear by Telephone or Video Conference.] All remote participants must complete and submit a form regarding their contact information. [See *Appendix D* for Contact Information form].

I. Human Resources

The Court uses the following applications to perform human resource functions:

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Pyramid Time Trax	Time keeping and attendance tracking	Vendor materials and instruction manual	OVT (County IT provider) and Experienced staff member in both courts
Microsoft Excel	Employee tracking for compensated absences (sick, vacation and comp time)	Vendor materials and online tutorials	Court staff members

Pyramid Time Trax is used by both courts for time keeping and attendance tracking of court employees. Staff members swipe a timecard, which is recorded digitally. There is one experienced staff member for each court that has access to the *Time Trax* application. Punches are downloaded on a bi-weekly basis and each staff member is given their timecard to cross-reference their time sheets and leave requests. Experienced staff members receive training via the vendor’s manual and online tutorials. The County’s IT provider, Ohio Valley Technology, assists with installation, maintenance, and troubleshooting as needed.

Each employee keeps track of their compensated absences via *Microsoft Excel*. Staff members maintain a spreadsheet for vacation and sick leave earned and used, as well as compensatory time and personal days. The court administrator reviews these spreadsheets for each leave request submitted and maintains duplicates of each employee’s spreadsheet. Training for *Excel* is by experienced staff members and online tutorials are provided by Microsoft.

J. Interfacing with Other Entities

The Court integrates with the following applications (e.g., clerk of courts if separate, Ohio Courts Network, Bureau of Criminal Investigation, Bureau of Motor Vehicles, county jail or correctional facility, etc.):

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Ohio Courts Network	Case disposition and offender reporting	Vendor training materials	Experienced staff
Bureau of Criminal Investigation	Statutory reporting requirements	Website	Court staff
Bureau of Motor Vehicles	Statutory reporting requirements	Website	Court administrator
FileZilla/Ohio Supreme Court	Statutory reporting requirements to	Vendor materials Henschen & Associates	Experienced staff members for both courts
DASL	Tracking school attendance	Vendor instruction Website	Juvenile Staff
DYS OYAS 2	DYS tracking	Vendor training materials and website	Court staff

The Juvenile Court utilizes *Ohio Courts Network (OCN)* for case disposition and offender reporting. Staff members using the application receive training through vendor materials provided by the Supreme Court of Ohio.

Reporting for traffic offenses committed by juveniles is provided to the *Bureau of Motor Vehicles* through their website. Reporting is done by the diversion coordinator.

Supreme Court reporting is provided directly from the case management system and is uploaded to the Supreme Court via *FileZilla*. Staff uploading the supreme court reports receive training via vendor materials and on-site and remote training from Henschen & Associates.

The Juvenile Court tracks school attendance by the use of *DASL* (Data Analysis for Student Learning). Attendance is tracked daily for probationers, truants, and those students in need of intervention prior to truancy becoming a problem.

The *DYS OYAS 2* is an application with the juvenile court’s case management system that integrates case information for juveniles with the Department of Youth Services. Training is provided by the vendor and is available online.

K. Jury Management

The Courts do not use any application for jury management.

L. Probation

The Court uses the following application to perform probation services:

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
fileProWeb	Probation case management services	On-site training; virtual training; vendor training materials	Probation staff
Probation Kiosk Check-in (provided by Henschen & Associates)	Allows for check-in by probationers	Signage and prompts on kiosk	Probation staff

Probation staff use *fileProWeb* as its case management system. *fileProWeb*, contains docketing, case-related financial information, reports, and internal case notes. Training for the case management system is provided by Henschen & Associates by on-site training, remote training, and electronic manuals.

The *Probation Kiosk Check-in* is a module that was provided by Henschen & Associates. The kiosk allows probationers to check in for their probation with or without seeing a probation officer. The system can take photos of the probationer by the installed camera. Photos, questions, and other information can be entered and provided to the probation department.

M. Public Access

The Court uses the following applications to provide access to the public (e.g., live streaming of hearings, online docket access, online calendar, etc.):

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
CaseLook 2 Case Record Search	Online record access for juvenile adult cases and public probate cases	Court's website	Experienced staff members from both courts

Record searches for the probate court and for juvenile adult cases are provided by *CaseLook 2 Case Record Search*. This application is integrated with the *fileProWeb* case management system and can be accessed via the Courts' website. Users are provided instructions on the court's website.

N. Records Management/Retention

The Court uses the following applications to manage and retain records (e.g., document imaging, etc.)

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Ohio Valley Technology Virtual Server	Cloud-based storage for digital courtroom recordings	Vendor training; on-site assistance	County IT Manager Experienced court staff
e-Court Scanning	Document imaging software utilized by court staff	On-site training; virtual training; vendor training materials	Experienced staff members for both courts
ScanPro	Microfilm/microfiche reader that converts film to digital images	Vendor materials On-site training Vendor website	Probate Court Staff

Court recordings are maintained as digital files on a secure cloud server provided by *Ohio Valley Technology*, the I.T. vendor contracted with the county. Staff can access the virtual drive to obtain digital files. Assistance is provided by I.T. technicians employed with *Ohio Valley Technology*.

The Courts use the *e-Court Scanning* feature provided by Henschen & Associates to scan documents into its case management system. These images are maintained on the Courts' image server and backed-up daily.

The Probate Court has archived records on microfilm and microfiche. The Court uses *ScanPro* to access the media and *ScanPro* converts the filmed images to digital images for printing and other uses. Training for *ScanPro* is provided by the vendor by on-site training and website tutorials.

O. Special Accommodations

The Court uses the following applications to provide services for participants needing special accommodations (e.g., Language Line, virtual remote interpreting, assistive hearing):

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Language Services	Foreign language or deaf interpreter services	Supreme Court's website/ posted signage in courts	Court Staff

The Court uses the resources provided by the Ohio Supreme Court for any language services. There are signs posted in each court regarding the services.

P. Victim Services

The Courts do not utilize any specific applications to provide victim services. Any services needed for victims are dealt with by the Court on a case-by-case basis.

Q. Website

The Court uses the following application in the development and maintenance of its website:

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Henschen & Associates	Web development and design	Vendor assistance	Experienced staff members (maintenance only)

The Courts' vendor, *Henschen & Associates*, designed and developed the website of the probate and juvenile courts. Content, forms, and specific information are provided by experienced staff members for maintenance purposes.

Future Implementation Plans

Using the operational categories set forth above, the Court intends to acquire and/or implement the following technologies over the next three (3) years:

A. Clerk of Court Functions

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured [Yes/No]
e-Texting	Provides texting to parties with reminders for court hearings	Vendor materials and on-site and virtual training	Experienced staff members of both courts	Yes
ePayments	For probate court, allowing online payments	Website instruction and prompts	Experienced staff members of both courts	Yes

B. Website Functions

New Application	Purpose	How Users Receive Instructions	Dept/Role Responsible	Funding Secured [Yes/No]
Online Research Tools (PDF books)	Allow researchers to view scanned books in the probate court for genealogy resource	Website instructions	Probate Court and Henschen & Assoc.	Yes

Wish List

The Probate division has scanned files back to 1990 to make them available as online records. It is the goal to have all case files dating back to 1815 scanned into digital images and added to the case records. The Court would need financial assistance to reach this goal.

RULE 57.11: Remote Appearances

“Remote” is defined as the use of live two-way video or audio technology. Notwithstanding any other provisions of this Rule, the Judge may order a party’s personal appearance in court for any conference, hearing, or proceeding.

A. Telephone Appearances

The Court may conduct conferences, hearings, and proceedings via telephone with attorneys and unrepresented parties in accordance with the Hearing Management Plan set forth in Section F of this Rule.

(1) Any conference, hearing, or proceeding conducted by telephone will be designated as such on the Court’s hearing notice or order.

(2) Any hearing notice or order that does not designate attendance by telephone shall be considered a proceeding that requires the personal appearance of the attorneys and the parties. If any participants wish to appear by telephone, they must request permission of the Court by submitting a request in writing on the Court’s form, “Application to Appear by Telephone or Video Conference”. This form is attached as *Appendix – C* and is available at the Probate Court or on the Court’s website, www.pikecountypjcourt.com.

(3) All evidentiary proceedings involving a telephone appearance must be recorded and reported to the same extent as if the participants had appeared in person.

(4) The Court may specify the time and the person who will initiate the conference and any other matter or requirement necessary to accomplish or facilitate the telephone appearance.

(5) Upon convening a conference, hearing, or proceeding involving a telephone appearance, the Court shall recite the date, time, case name, case number, names and locations of parties and counsel, and the type of conference, hearing, or proceeding.

(6) The Court may require a party to appear in person, including video conferencing, at a conference, hearing, or proceeding in which a telephone appearance is otherwise permitted if the Court determines a personal appearance would materially assist in the determination or effective management or resolution of the particular case.

(7) If at any time during a conference, hearing, or proceeding conducted by telephone, the Court determines a personal appearance, including video conferencing, is necessary, the Court may continue the matter and require a personal appearance.

B. Video Conferencing

The Court may conduct conferences, hearings, and proceedings via a live two-way video conferencing platform with attorneys and unrepresented parties in accordance with the Hearing Management Plan set forth in Section F of this Rule.

(1) Any conference, hearing, or proceeding conducted by video will be designated as such on the Court's hearing notice or order.

(2) Any hearing notice or order that does not designate attendance by video shall be considered a proceeding that requires the personal appearance of the attorneys and the parties. If any participants wish to appear by video, they must request permission of the Court by submitting a request in writing on the Court's form, "Application to Appear by Telephone or Video Conference". This form is attached as *Appendix – C* and is available at the Probate Court or on the Court's website, www.pikecountypjcourt.com.

(3) All evidentiary proceedings involving a telephone appearance must be recorded and reported to the same extent as if the participants had appeared in person.

(4) Upon convening a conference, hearing, or proceeding involving a telephone appearance, the Court shall recite the date, time, case name, case number, names and locations of parties and counsel, and the type of conference, hearing, or proceeding.

(5) The Court may require a party to appear in person at a conference, hearing, or proceeding in which a video conference is otherwise permitted if the Court determines a personal appearance would materially assist in the determination or effective management or resolution of the particular case.

(6) If at any time during a conference, hearing, or proceeding conducted by video conference the Court determines a personal appearance is necessary, the Court may continue the matter and require a personal appearance.

C. Confidential Attorney-Client Communication

Provisions shall be made to preserve the confidentiality of attorney-client communications and privilege during any conference, hearing, or proceeding involving a telephone or video-conference appearance.

D. Witnesses

Unless otherwise not permitted by this Rule, statute, or other rules of court, a witness may be permitted to testify via telephone or video conferencing if prior permission by the Court is given.

E. Technical Standards and Equipment

The equipment and platform used in any hearing or proceeding conducted under this Rule must conform to the following minimum requirements:

(1) All participants must have the ability to hear and communicate with each other simultaneously.

(2) All participants must be able to see, hear, or otherwise observe any documents, physical evidence, or exhibits presented during the proceedings, either by video, facsimile, or other medium.

(3) The equipment or platform must allow for the Court to generate a verbatim record of the conference, hearing, or proceeding.

(4) The equipment or platform must be able to be used by people with Disabilities under the Americans with Disabilities Act.

F. Hearing Management Plan

The Court *may* conduct conferences, hearings, and proceedings in the following manner unless for good cause shown:

<u>Type of Proceeding</u>	<u>In Person</u>	<u>Video</u>	<u>Telephone</u>	<u>Hybrid</u>
<u>Pretrial Hearings</u>	X	X	X	X
<u>Review/Status Hearings</u>	X	X	X	X
<u>Evidentiary Hearings</u>	X			
<u>Motion Hearings</u>	X	X	X	X
<u>Traffic Proceedings</u>	X			
<u>Adjudication</u>	X			
<u>Disposition</u>	X			
<u>Administrative Proceedings</u>	X	X	X	X

In Person: A hearing is conducted where the Court and all parties appear physically in the same location.

Video: A hearing is conducted using *Zoom* or any other video platform the Court may use where the Court and all participants appear remotely.

Telephonic: A hearing is conducted where the Court and all participants appear using a telephone.

Hybrid: A hearing is conducted using a combination of any of the above-listed appearance types (e.g., the Court appears in person in the courtroom and the remaining participants appear via *Zoom*).

RULE XXII
Remote Appearances

“Remote” is defined as the use of live two-way video or audio technology. Notwithstanding any other provisions of this Rule, the Judge may order a party’s personal appearance in court for any conference, hearing, or proceeding.

A. Telephone Appearances

The Court may conduct conferences, hearings, and proceedings via telephone with attorneys and unrepresented parties in accordance with the Hearing Management Plan set forth in Section F of this Rule.

(1) Any conference, hearing, or proceeding conducted by telephone will be designated as such on the Court’s hearing notice or order.

(2) Any hearing notice or order that does not designate attendance by telephone shall be considered a proceeding that requires the personal appearance of the attorneys and the parties. If any participants wish to appear by telephone, they must request permission of the Court by submitting a request in writing on the Court’s form, “Application to Appear by Telephone or Video Conference”. This form is attached as *Appendix – C* and is available at the Juvenile Court or on the Court’s website, www.pikecountypjcourt.com.

(3) All evidentiary proceedings involving a telephone appearance must be recorded and reported to the same extent as if the participants had appeared in person.

(4) The Court may specify the time and the person who will initiate the conference and any other matter or requirement necessary to accomplish or facilitate the telephone appearance.

(5) Upon convening a conference, hearing, or proceeding involving a telephone appearance, the Court shall recite the date, time, case name, case number, names and locations of parties and counsel, and the type of conference, hearing, or proceeding.

(6) The Court may require a party to appear in person, including video conferencing, at a conference, hearing, or proceeding in which a telephone appearance is otherwise permitted if the Court determines a personal appearance would materially assist in the determination or effective management or resolution of the particular case.

(7) If at any time during a conference, hearing, or proceeding conducted by telephone, the Court determines a personal appearance, including video conferencing, is necessary, the Court may continue the matter and require a personal appearance.

B. Video Conferencing

The Court may conduct conferences, hearings, and proceedings via a live two-way video conferencing platform with attorneys and unrepresented parties in accordance with the Hearing Management Plan set forth in Section F of this Rule.

(1) Any conference, hearing, or proceeding conducted by video will be designated as such on the Court's hearing notice or order.

(2) Any hearing notice or order that does not designate attendance by video shall be considered a proceeding that requires the personal appearance of the attorneys and the parties. If any participants wish to appear by video, they must request permission of the Court by submitting a request in writing on the Court's form, "Application to Appear by Telephone or Video Conference". This form is attached as *Appendix – C* and is available at the Juvenile Court or on the Court's website, www.pikecountypjcourt.com.

(3) All evidentiary proceedings involving a telephone appearance must be recorded and reported to the same extent as if the participants had appeared in person.

(4) Upon convening a conference, hearing, or proceeding involving a telephone appearance, the Court shall recite the date, time, case name, case number, names and locations of parties and counsel, and the type of conference, hearing, or proceeding.

(5) The Court may require a party to appear in person at a conference, hearing, or proceeding in which a video conference is otherwise permitted if the Court determines a personal appearance would materially assist in the determination or effective management or resolution of the particular case.

(6) If at any time during a conference, hearing, or proceeding conducted by video conference the Court determines a personal appearance is necessary, the Court may continue the matter and require a personal appearance.

C. Confidential Attorney-Client Communication

Provisions shall be made to preserve the confidentiality of attorney-client communications and privilege during any conference, hearing, or proceeding involving a telephone or video-conference appearance.

D. Witnesses

Unless otherwise not permitted by this Rule, statute, or other rules of court, a witness may be permitted to testify via telephone or video conferencing if prior permission by the Court is given.

E. Technical Standards and Equipment

The equipment and platform used in any hearing or proceeding conducted under this Rule must conform to the following minimum requirements:

(1) All participants must have the ability to hear and communicate with each other simultaneously.

(2) All participants must be able to see, hear, or otherwise observe any documents, physical evidence, or exhibits presented during the proceedings, either by video, facsimile, or other medium.

(3) The equipment or platform must allow for the Court to generate a verbatim record of the conference, hearing, or proceeding.

(4) The equipment or platform must be able to be used by people with Disabilities under the Americans with Disabilities Act.

F. Hearing Management Plan

The Court *may* conduct conferences, hearings, and proceedings in the following manner unless for good cause shown:

Type of Proceeding	In Person	Video	Telephone	Hybrid
Pretrial Hearings	X	X	X	X
Review/Status Hearings	X	X	X	X
Evidentiary Hearings	X			
Motion Hearings	X	X	X	X
Traffic Proceedings	X			
Adjudication	X			
Disposition	X			
Administrative Proceedings	X	X	X	X

In Person: A hearing is conducted where the Court and all parties appear physically in the same location.

Video: A hearing is conducted using *Zoom* or any other video platform the Court may use where the Court and all participants appear remotely.

Telephonic: A hearing is conducted where the Court and all participants appear using a telephone.

Hybrid: A hearing is conducted using a combination of any of the above-listed appearance types (e.g., the Court appears in person in the courtroom and the remaining participants appear via *Zoom*).

Appendix B - Probate
Probate Court of Pike County, Ohio
Judge Paul Price
230 Waverly Plaza
Suite 600
Waverly, OH 45690
(740) 947-2560
probatecourt@pikecounty.oh.gov

**INSTRUCTIONS FOR PARTICIPATING IN A
REMOTE HEARING USING ZOOM**

You are scheduled to participate in a remote hearing. This means you will not go to the courthouse, but will participate using a computer, laptop, tablet, smartphone, or other device with a working camera and microphone.

The Court will be using *Zoom* for the hearing. Please dress professionally, speak loudly and clearly, and act the same way you would if you were at the courthouse.

Upon receiving notice that you are scheduled for a remote hearing:

- Complete the attached contact sheet and return to the court as instructed on the form. Contact the court immediately if your telephone number or email address changes before your scheduled hearing date.
- If you do not have access to the internet or a computer, laptop, tablet, smartphone, or other device for the remote hearing, contact the court at (740) 947-2560 immediately, but no later than 48 hours in advance of the hearing date.
- If you need a special accommodation (e.g., interpreter, Americans with Disabilities Act (ADA) accommodation, etc.), contact the court at probatecourt@pikecounty.oh.gov or (740) 947-2560.
- If you are not represented by an attorney, you will need to know how to:
 - Submit exhibits (documents and other evidence) to the Court

A week before your hearing:

- Review the “**Zoom How-to-For Participants**” included with this form or on the court’s website, www.pikecountypjcourt.com
- Test your camera, speaker, and microphone before the hearing.
- If you are unable to get your device to work properly, contact the Court immediately at probatecourt@pikecounty.oh.gov or (740) 947-2560, but no later than 48 hours before the hearing date.
- You will have the opportunity to talk privately to your attorney during the hearing. Discuss with your attorney how you want to communicate with each other.

The date before your hearing:

- At least 24 hours before the hearing you should have been emailed a link to connect to the *Zoom* hearing and more instructions. Please check your junk or spam filter if the email does not appear in your inbox.
- If you do not receive the email with the link, please call (740) 947-2560 before 3:00 p.m. the day before your scheduled hearing.

The day of your hearing:

- Find an appropriate and quiet place to participate than ensures your privacy. Limit distractions during the proceeding.
- Place your device on a hard, flat surface and do not move it around. Use headphones to help reduce background noise. Keep your device plugged in so that you do not unexpectedly get disconnected.
- Dress like you would if you were appearing in Court
- Make sure others using your Wi-Fi network minimize their use so that it does not disrupt your connection.
- Do not use a virtual background.
- Keep your camera turned on for the entire hearing.
- Join the remote hearing at least ten minutes before the start time so you can fix any problems connecting to Zoom.
- Join the hearing when you are alone unless you are with your attorney.
- You may be placed in a virtual waiting room until your hearing or until everyone has arrived. Please note: the Court or another participant may be running late or having difficulty connecting. Be patient. Do not disconnect or leave the meeting.
- Keep yourself on mute until it is your turn to talk. Wait to speak until you are called on by the Judge and do not talk over others. There may be a few second delay with the audio.
- Do not talk, chat, or consult with anyone other than your attorney during the hearing.
- Make sure your profile or screen name is your first and last name that matches the one that the court has on file.
- Have your government-issued identification card with you.
- Do not share the log in information and password with others if the hearing is not open to the public.
- Do not record the hearing unless you have been given permission.
- If you need to take a break during the hearing, raise your hand and the judge will call on you.

If you are unable to get your device to work properly, immediately contact the Court at probatecourt@pikecounty.oh.gov or (740) 947-2560. If you lose your connection, immediately try to reconnect. Contact the Court if you are unable to join.

Appendix B – Juvenile
Juvenile Court of Pike County, Ohio
Judge Paul Price
230 Waverly Plaza
Suite 600
Waverly, OH 45690
(740) 947-5914
juvenile.court@pikecounty.oh.gov

**INSTRUCTIONS FOR PARTICIPATING IN A
REMOTE HEARING USING ZOOM**

You are scheduled to participate in a remote hearing. This means you will not go to the courthouse, but will participate using a computer, laptop, tablet, smartphone, or other device with a working camera and microphone.

The Court will be using *Zoom* for the hearing. Please dress professionally, speak loudly and clearly, and act the same way you would if you were at the courthouse.

Upon receiving notice that you are scheduled for a remote hearing:

- Complete the attached contact sheet and return to the court as instructed on the form. Contact the court immediately if your telephone number or email address changes before your scheduled hearing date.
- If you do not have access to the internet or a computer, laptop, tablet, smartphone, or other device for the remote hearing, contact the court at (740) 947-5914 immediately, but no later than 48 hours in advance of the hearing date.
- If you need a special accommodation (e.g., interpreter, Americans with Disabilities Act (ADA) accommodation, etc.), contact the court at probatecourt@pikecounty.oh.gov or (740) 947-5914.
- If you are not represented by an attorney, you will need to know how to:
 - Submit exhibits (documents and other evidence) to the Court

A week before your hearing:

- Review the “**Zoom How-to-For Participants**” included with this form or on the court’s website, www.pikecountypjcourt.com
- Test your camera, speaker, and microphone before the hearing.
- If you are unable to get your device to work properly, contact the Court immediately at juvenile.court@pikecounty.oh.gov or (740) 947-5914, but no later than 48 hours before the hearing date.
- You will have the opportunity to talk privately to your attorney during the hearing. Discuss with your attorney how you want to communicate with each other.

The date before your hearing:

- At least 24 hours before the hearing you should have been emailed a link to connect to the *Zoom* hearing and more instructions. Please check your junk or spam filter if the email does not appear in your inbox.
- If you do not receive the email with the link, please call (740) 947-5914 before 3:00 p.m. the day before your scheduled hearing.

The day of your hearing:

- Find an appropriate and quiet place to participate that ensures your privacy. Limit distractions during the proceeding.
- Place your device on a hard, flat surface and do not move it around. Use headphones to help reduce background noise. Keep your device plugged in so that you do not unexpectedly get disconnected.
- Dress like you would if you were appearing in Court
- Make sure others using your Wi-Fi network minimize their use so that it does not disrupt your connection.
- Do not use a virtual background.
- Keep your camera turned on for the entire hearing.
- Join the remote hearing at least ten minutes before the start time so you can fix any problems connecting to *Zoom*.
- Join the hearing when you are alone unless you are with your attorney.
- You may be placed in a virtual waiting room until your hearing or until everyone has arrived. Please note: the Court or another participant may be running late or having difficulty connecting. Be patient. Do not disconnect or leave the meeting.
- Keep yourself on mute until it is your turn to talk. Wait to speak until you are called on by the Judge and do not talk over others. There may be a few second delay with the audio.
- Do not talk, chat, or consult with anyone other than your attorney during the hearing.
- Make sure your profile or screen name is your first and last name that matches the one that the court has on file.
- Have your government-issued identification card with you.
- Do not share the log in information and password with others if the hearing is not open to the public.
- Do not record the hearing unless you have been given permission.
- If you need to take a break during the hearing, raise your hand and the judge will call on you.

If you are unable to get your device to work properly, immediately contact the Court at juvenile.court@pikecounty.oh.gov or (740) 947-5914. If you lose your connection, immediately try to reconnect. Contact the Court if you are unable to join.

IN THE COURT OF COMMON PLEAS
PROBATE DIVISION
PIKE COUNTY, OHIO

IN THE MATTER OF:

Case No. _____

APPLICATION TO APPEAR BY
TELEPHONE OR VIDEO CONFERENCE

[Local Rule 57.11]

Must be submitted 72 hours in advance of hearing

The undersigned requests permission for the following individuals to appear by Telephone Video conferencing via Zoom for the hearing on _____, 20____ at _____.m. in this case:

- Applicant
- Counsel for Applicant
- Minor/Juvenile
- Parent of a Minor/Juvenile in a proceeding involving a minor/juvenile
- All necessary parties to the proceeding and all counsel
- All interested parties to the proceeding
- Other

The undersigned states that attendance in person would be an undue burden or expense, or affect the health, safety or comfort of the participant(s) for the following reason: _____

The undersigned understands that he or she is responsible for providing all individuals listed above with contact information necessary to appear remotely and that all participants appearing remotely shall be responsible for following calling instructions or logging into the Zoom meeting at the scheduled date and time of the hearing. The Court may hold any necessary party in contempt if he or she fails to timely appear by telephone or video, as requested.

The undersigned also understands that this Application only applies to the hearing identified above, and any future request to appear by telephone or video conference must be made by separate Application.

Applicant/Attorney

Typed or Printed Name

Street Address

City State Zip

Telephone Number Email Address

IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
PIKE COUNTY, OHIO

IN THE MATTER OF:

Case No. _____

APPLICATION TO APPEAR BY
TELEPHONE OR VIDEO CONFERENCE

[Local Rule XXII]

Must be submitted 72 hours in advance of hearing

The undersigned requests permission for the following individuals to appear by Telephone Video conferencing via Zoom for the hearing on _____, 20____ at _____m. in this case:

- Applicant
- Counsel for Applicant
- Minor/Juvenile
- Parent of a Minor/Juvenile in a proceeding involving a minor/juvenile
- All necessary parties to the proceeding and all counsel
- All interested parties to the proceeding
- Other

The undersigned states that attendance in person would be an undue burden or expense, or affect the health, safety or comfort of the participant(s) for the following reason: _____

The undersigned understands that he or she is responsible for providing all individuals listed above with contact information necessary to appear remotely and that all participants appearing remotely shall be responsible for following calling instructions or logging into the Zoom meeting at the scheduled date and time of the hearing. The Court may hold any necessary party in contempt if he or she fails to timely appear by telephone or video, as requested.

The undersigned also understands that this Application only applies to the hearing identified above, and any future request to appear by telephone or video conference must be made by separate Application.

Applicant/Attorney

Typed or Printed Name

Street Address

City State Zip

Telephone Number Email Address