Welcome to Remote Arguments

If you are scheduled to appear for remote oral argument, please review the materials herein to ensure your readiness for the remote session.

> **PLEASE NOTE:** THE COURT WILL BEGIN CALLING CASES FOR ORAL ARGUMENT AT THE DESIGNATED START TIME. IF YOU ARE NOT PRESENT WHEN YOUR CASE IS CALLED, IT WILL BE DEEMED SUBMITTED.

General Guidelines

Remote argument operates in the same general manner as argument in the courtroom: parties will appear and be placed in a virtual waiting area/courtroom gallery, and wait to be called by the Court.

Parties appearing for remote oral argument must observe the same rules, practices and etiquette that apply to physical appearances in Court. Parties should appear in a quiet setting and be professionally dressed, and should address the Court in the same manner as if in Court, with specific attention to when the Justices are speaking so that you do not speak over one another.

Please make sure to silence cell phones and minimize any other noise in the immediate vicinity.

Public Viewing of Arguments

Arguments will be streamed live via the Court's website for public viewing: ad4.nycourts.gov/go/live

Preparing Your Technology Environment

The court will be utilizing the ZOOM video platform to conduct arguments. You are encouraged to do the following prior to connecting to arguments:

- [ ] **Install the Zoom Client** on the device you will use to connect to arguments. Ideally you will have access to your email on this device for convenience purposes. Creating a Zoom Account is not required.

- [ ] **Review the Joining a Meeting Video Tutorial**.

- [ ] **Join the Zoom Test Meeting and verify** that your audio and video are working as expected.

> **THE SIGN IN CREDENTIALS PROVIDED ARE SPECIFIC TO YOU FOR THE GIVEN DAY OF ARGUMENTS.**
>
> **DO NOT SHARE** OR OTHERWISE ALLOW THESE CREDENTIALS TO BECOME KNOWN TO OTHER PARTIES AS THEY WILL BE ABLE TO IMPERSONATE YOU.

NEW YORK STATE SUPREME COURT
APPELLATE DIVISION, FOURTH DEPARTMENT

ad4.nycourts.gov

Connecting to the Argument Session

<u>Approximately one week before</u> the start of your scheduled argument, you will receive sign-in credentials via mail if the Court does not have a verified email address on file for you.

<u>Up to one hour before</u> the start of your scheduled argument, you will receive an email with a secure hyperlink to join the session.

Click the indicated hyperlink when you are ready to join the session.

Once connected, you will be sent to a "waiting area" until the arguments are called to order.
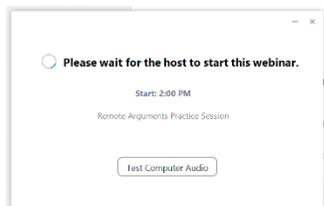
Connect by Phone (fallback option)

In the event your computer hardware fails or you lose internet connection, you may dial in to the argument session by phone. Refer to the confirmation email for a dial-in number, meeting id, participant id and password.

It is best to have these details written down so that you may draw from them if the urgent need arises.

Protocol for Technical Failures

If you or any party involved in your matter experience problems with the connection to the proceeding, please do not leave the argument session. Any disconnected party should attempt to reconnect to the argument as soon as possible (by Zoom or phone), and the case will be recalled by the Court at the earliest opportunity.

When Arguments Begin

When the arguments begin you will automatically be brought into the live session and the court attendant will call the session to order.

Your camera and microphone will be disabled but you will be able to watch arguments in real-time.

When Your Case is Called

When the Presiding Justice/Justice Presiding calls your case, Zoom will momentarily "reconnect" -- this is normal.

Your microphone should be unmuted only when you have actually been called upon by the Court to present your argument. Please mute other audio sources to avoid creating background feedback.

After Your Argument Has Concluded

After the arguments for your case have concluded, Zoom will momentarily "reconnect" you back to the gallery where you will be able to continue watching arguments in real time. Although parties who are arguing another case should stay online, other parties may leave the argument session.

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