

Steps to Participate – Remote Teleconference

(04/20/20)

NOTICE

The operation of any video or audio recording device by any lawyer, litigant, participant, or observing member of the press or public, is prohibited during remote proceedings. Therefore, with the exception of authorized Court personnel, any person remotely participating in, or listening to, a remote Court proceeding may not record, or cause to be recorded, any such proceeding. Furthermore, no person participating in, or listening to, such a proceeding may rebroadcast, live-stream, or otherwise disseminate any live or recorded audio or video of the court proceeding. [E.D. Va. Loc. Crim. R. 53, Loc. Civ. R. 83.3, General Order 2020-11](#)

These are the steps for public access by teleconference for a remote hearing:

Step	Action
1	Locate via the on-line Court Schedule link or through PACER the date and time of hearing of interest that has a remote location listed for the courtroom
2	Find the name of the presiding Judge for the hearing
3	Refer to the Listing of Numbers for Public Teleconference Access for that Judge
4	With the provided number and access code, dial-in and once requested, key in the access code followed by the pound sign (#)
5	Once the connection is established, listen to the audio broadcast of the hearing as your line will be automatically muted by the meeting Host for audio access only; please refer to above notice restricting the recording or rebroadcasting of the audio
6	When finished, hang-up

If you have any questions on the audio access for a particular hearing, please contact the clerk's office or the assigned courtroom deputy for the presiding judge prior to the hearing.