

1 20<sup>th</sup> Judicial District  
2 Lake County Courthouse  
3 106 Fourth Avenue East  
4 Polson, MT 59860  
5 (406) 883-7360 Dept 2

FILED  
March 23, 2023

CYNTHIA NESTE  
Sanders County  
Clerk of District Court

By *J. Wickowski*

Deputy Clerk

SB 23-02

20th Judicial District  
Sanders County Courthouse  
1111 W. Main Street  
Thompson Falls, MT 59873  
(406) 883-7360 Dept 2

5 **MONTANA TWENTIETH JUDICIAL DISTRICT COURT, DEPARTMENT 2**  
6 **LAKE AND SANDERS COUNTIES**

7 \* \* \* \* \*

8 **ADMINISTRATIVE ORDER**

9 **Amended Zoom Use Policy**

10 \* \* \* \* \*

11 Effective **March 23, 2023**, Department 2 of the 20<sup>th</sup> Judicial District Court shall have one  
12 Zoom Meeting Room for Law and Motion hearings. When appearing remote be aware that the  
13 Zoom call connects to a judicial proceeding and therefore courtroom decorum must be observed.  
14 Parties are expected to conduct themselves in the same way that they would if they were in person  
15 in the courtroom. Non-parties attending Department 2 of the 20<sup>th</sup> Judicial District Court, must also  
16 abide by this court's Zoom Use Policy. The requirements for attending via Zoom are:

17 1. If you are a party to a case attending via Zoom:

- 18 a. For criminal matters, attorneys and parties may appear by Zoom for arraignments  
19 and omnibus hearings by Zoom without the necessity of filing a Motion with the  
20 Court. Zoom appearances in all other criminal matters including sentencings,  
21 change of pleas, and arrest warrants are discouraged and unlikely to be granted, even  
22 when the parties agree, except in unusual circumstances. You shall make a Motion  
23 to the Court as to why this is the medium most appropriate for your District Court  
24 matter.
- 25 b. For civil matters, if the matter is expected to be uncontested, attorneys and parties  
26 may appear by Zoom without the necessity of filing a Motion with the Court. Zoom  
appearances for contested civil matters are discouraged and unlikely to be granted,  
even when the parties agree, except in unusual circumstances. You shall make a

ADMINISTRATIVE ORDER REGARDING ZOOM APPEARANCES AND CONDUCT

1 Motion to the Court as to why this is the medium most appropriate for your District  
2 Court matter.

- 3 c. To be heard, parties must login to Zoom with your legal name and role to be  
4 displayed during the hearing (e.g. FirstName LastName, Attorney for CaseParty)
- 5 d. Backdrops are discouraged and filters are prohibited. Participants with inappropriate  
6 backdrops will be warned by the host to remove or replace their backdrop. Failure  
7 to comply may result in your removal from the videoconference. Natural  
8 consequences of missing your hearing would attach to this conduct.
- 9 e. Do not activate your **video** if your case is not being heard. Likewise, do activate  
10 your video if your case is being heard. If a video is on and the participant is not  
11 party to the case being heard, the host will mute your video.
- 12 f. Do not activate your **audio** if your case is not being heard. Likewise, do activate  
13 your audio if your case is being heard. The host will mute participants when their  
14 case is not being heard.
- 15 g. Be aware and alert of surroundings that might create background noise or a lack of  
16 privacy relating to sensitive discussions. Turn off or mute other electronic devices  
17 that may create interruptions or distractions (e.g., televisions, mobile phone  
18 notification settings, clickity keyboards)
- 19 h. Refrain from consuming food.
- 20 i. Be familiar with Zoom settings preceding your hearing date, and how to use both the  
21 audio and video functions.

22 2. For non-parties using Zoom to attend district court:

- 23 a. You shall create an account in which your legal name appears as the username. Any  
24 participants not using a legal name will be removed from Zoom.
- 25 b. Do not activate your video or audio.
- 26 c. Only use the chat function to communicate with the host. However, the host may  
not be able to respond to your query.

1 d. Each time you speak, identify yourself for the record. Remember to speak slowly  
2 and distinctly.

3 ***By dialing into and attending the following Zoom Court***  
4 ***Meeting you agree to all the above Zoom Use Policy.***

5 **Meeting ID: 886 4349 1598**

6 **Password: 406406**

7 Dial by Telephone

8 +1 646 558 8656 or +1 406 444 9999

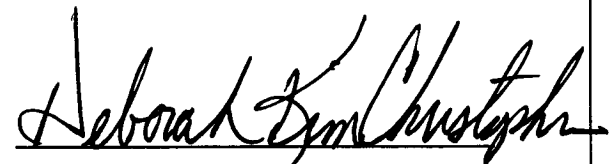
9 Meeting ID: 886 4349 1598

10 Password: 406406

11 **Notice:** For closed hearings, parties appearing via Zoom shall be moved to a Breakout Room,  
12 you will be prompted to join once announced as a party.

13 From time to time in Department 2 there may be a visiting Judge; visiting Judges may have  
14 different Zoom meeting rooms, different requirements, and different times for their cases. If you have  
15 been instructed to join this meeting room, these rules apply, if a District Court Judge other than the  
16 Honorable Deborah Kim Christopher has given you other directions for the case in front of them you  
17 shall be expected to follow that Judge's direction.

18 DATED this 23<sup>rd</sup> day of March, 2023.

19   
20 **DEBORAH KIM CHRISTOPHER**  
21 District Judge

22 ec: 3/24/23 LW  
23 L&M Contact List

24 cc Lake County Clerk of the District Court  
25 Sanders County Clerk of the District Court