



Getting Started with Remote Video Settlement Conferences

Litigant Guide

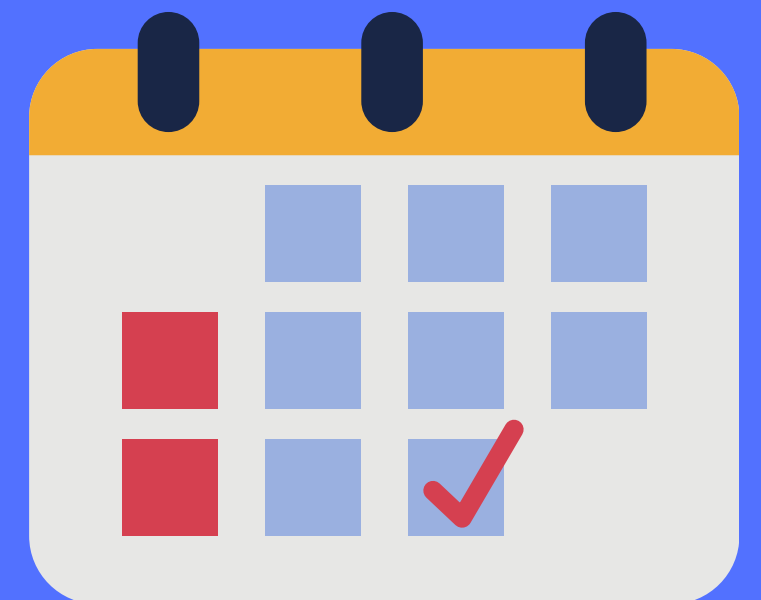


Required Technology

Participating litigants should have a reliable internet connection and use a computer with a webcam to participate in the Court's Remote Video Settlement Conference program using a platform called BlueJeans. The Judicial Officer will control the technology, making it simple for litigants to participate. Check the Court's website for more information about the BlueJeans platform.

Calendaring Your Case

Settlement conferences are set on calendar as a matter of course, but litigants may also contact the assigned department to request a Remote Video Settlement Conference. If the assigned Judicial Officer is participating in the Remote Video Settlement Conference program, litigants will be asked to file a stipulation with the department. The stipulation must include the email address where they want to receive an invitation to the BlueJeans session prior to the settlement conference date. Remember, litigants must still submit settlement briefs as per existing procedures.



Holding the Session

The Judicial Officer will initiate the Remote Video Settlement Conference and litigants will log in to the session. The BlueJeans platform will allow the Judicial Officer to hold breakout sessions for litigants to communicate with each other or *ex parte* with the Court. The platform allows for the sharing of screens and documents.

If You Reach a Settlement

If the parties reach a settlement during the Remote Video Settlement Conference, the Court will follow its existing settlement conference procedures to place the settlement on the record and finalize as usual.



Interested? Check the Court's website to see whether your assigned Judicial Officer is participating and contact the department to get your Remote Video Settlement Conference scheduled!