SUPERIOR COURT OF WASHINGTON

FOR THE COUNTY OF KING

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  *Plaintiff*,  v.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  *Defendant*. | Case No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **ORDER from pretrial conference:**  **VIRTUAL civil jury trial** |
|  |  |

A pre-trial conference was held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The Court hereby confirms a \_\_\_\_\_\_\_\_\_\_\_\_ day virtual jury trial (excluding Voir Dire) to commence on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ via video per order of the court and/or stipulation of the parties.

**PRE-TRIAL/TRIAL SCHEDULE**

The Court Orders the following Schedule:

* PRETRIAL DISCLOSURES (see below) :
  + Exhibit and Witness lists (T-21):
  + Non-documentary Exhibits Inspection (T-14):
* JOINT STATEMENT OF EVIDENCE (T-5):
* DISCOVERY DEPOSITION DISCLOSURES (T-5):
* JURY QUESTIONNAIRE PROCESS:
  + Neutral Statement of the Case (T-14):
  + Proposed Jury Questionnaires (T-14):
  + Agreed Jury Questionnaire Finalized between Counsel (T-7):
  + *Court processes (Counsel not involved)*
    - *Court obtains panel of TBD from Jury Services (T-7):*
    - *Court Sends Jury Questionnaire (T-6):*
    - *Jury Responses Received/Transmitted to Counsel (T-4):*
* EXHIBIT UPLOAD (T-5): .
  + The parties shall upload exhibits into ShareFile no later than:
  + See Attached Appendix A for instructions
* TRIAL BRIEFS (T-5):
* FINAL PRE-TRIAL CONFERENCE (T-3): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ \_\_\_\_\_\_\_am/pm
  + Hearing on Motions in Limine
  + Technology Check point
  + Initial “Hardship” Hearing
  + Telephonic Juror Questionnaire (for jurors without internet access)

* Trial Commences (subject to change)
  + Voir Dire Panel 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ 9:00 am
  + Voir Dire Panel 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ 10:45 am
  + Voir Dire Panel 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ 1:30 pm
  + Perempt/GR 37 Hearing: \_\_\_\_\_\_\_\_ \_@ 4:00pm
  + Opening Statements: \_\_\_\_\_\_\_\_\_\_\_\_ @ 9:00 am
  + Trial Concludes (estimated): \_\_\_\_\_\_\_\_\_\_\_\_

This schedule may be modified by the Court

**TRIAL PROCEDURES:**

The Court orders the following procedures for trial.

1. **Trial Format**

This will be a video/virtual civil jury trial:

All counsel will appear remotely via Zoom:

All witnesses will testify remotely via Zoom:

All exhibits will be presented electronically using ShareFile:

All jurors will attend by Zoom:

The Judge will appear by Zoom from the open courtroom.

The Court finds that the current public health crisis relating to COVID-19 presents a compelling circumstance supporting good cause to permit testimony in open court by contemporaneous transmission from a different location. CR 43(a)(1); State v. Sweidan, 13 Wash.App2d 53, 461 P.3d 378 (Div. III, 2020); Emergency Order #18 RE: CIVIL, FAMILY LAW, AND DEPENDENCY MATTERS, *In the Matter of the Response by King Cty. Super. Ct. to the Pub. Health Emergency in Wash. State*, No. 20-2-12050-5, at 2-3 (King Cty. Super. Ct. May 27, 2020); Emergency Order #22 RE: JURY TRIALS , *In the Matter of the Response by King Cty. Super. Ct. to the Pub. Health Emergency in Wash. State*, No. 20-2-12050-, King Cty. Super. Ct. November 23, 2020)

1. **ADR Requirement Pursuant to Order Setting Civil Case Schedule**

Has been accomplished.

Must be accomplished not later than: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is waived.

1. **Pretrial Disclosures Between the Parties**
2. Exhibits:

Pursuant to LCR 4(j), no later than 21 days before trial, the parties shall electronically exchange the following:

1. Lists of the exhibits that each party expects to offer at trial, except for exhibits to be used only for impeachment.
2. Copies of all documentary exhibits, except for those to be used only for impeachment or illustrative purposes.

In addition, non-documentary exhibits, except for those to be used only for impeachment or illustrative purposes, shall be made available for remote inspection by all other parties no later than 14 days before trial.

1. Witnesses:

Pursuant to LCR 4(j), no later than 21 calendar days before trial, the parties shall disclose witnesses who have been disclosed pursuant to LCR 26, whom the parties intend to call at trial, and indicating whether the witness will testify via video deposition or remotely via Zoom.

1. **Documents to be Filed With the Court**
2. Joint Statement of Evidence is Due Five Court Days Before Trial:

Pursuant to LCR 4(k), the Joint Statement of Evidence shall be filed with the Clerk’s Office, with courtesy copies delivered to the Court, no later than 5 court days before trial. The parties shall confer at least 10 calendar days before trial to prepare the Joint Statement of Evidence.

The Joint Statement of Evidence shall include a list of all proposed exhibits, numbered sequentially as follows:

**Plaintiff’s exhibits** should be numbered beginning with \_\_\_\_\_\_\_\_\_\_\_.

**Defendant’s exhibits** should be numbered beginning with \_\_\_\_\_\_\_\_\_.

Adjacent to the list of exhibits shall be a table with four columns headed as follows:

“Party(ies) Offering Exhibit”;

“No Objection”;

“Authenticity Admitted but Objectionable”; and

“Otherwise Objectionable.”

The legal basis of the objection shall be identified. The appropriate column shall be completed for each exhibit.

No document shall be listed more than once as an exhibit. An exhibit on the Joint Statement may be offered by any party. The Joint Statement of Evidence shall conform to the requirement of LCR 4(k). Counsel are encouraged to stipulate to foundation when possible and may include any additional stipulations regarding exhibits.

To the extent possible, parties shall include any illustrative exhibits to be used at trial in the Joint Statement of Evidence and in the set of exhibits transmitted to the Court and witnesses.

The Joint Statement of Evidence shall also identify witnesses and whether the witness will appear in person or via remote means.

1. Exhibits and Other Evidence:
2. All  Some exhibits may be transmitted in hardcopy to witnesses.
   1. Transmission to witnesses:
3. Parties may transmit hard copies of exhibits to witnesses in advance of trial.
4. If parties intend to transmit exhibits in hard copy to a witness, that party must ensure that the party’s witnesses appearing remotely have access to copies (electronic or hardcopy) of any exhibits to be used during the examination of that witness before the witness is called.
   1. Physical evidence:
5. No later than five court days before trial, the parties shall notify the Court of any physical evidence to be introduced at trial, so that the Court can arrange for any public health precautions necessary to handle the proposed evidence.
6. NO documents shall be physically transmitted to the Court. The parties are required to follow the protocols below
7. All  Some exhibits will be transmitted electronically.
   1. **The parties shall upload exhibits using ShareFile no later than the Thursday before Trial.** The parties shall comply with the procedures detailed in Appendix A - **Uploading Electronic Exhibits via ShareFile** of this order. The Parties can find ShareFile access information and a training video on the Superior Court Clerk’s website at: <https://www.kingcounty.gov/courts/clerk/documents/Electronic%20Exhibits.aspx>.
   2. Communication with the Clerk’s Office:
      1. No later than fourteen calendar days before trial, each party or that party’s attorney must send an email to the appropriate Clerk’s Office email address, as discussed in the attached sheet titled “Uploading Electronic Exhibits via ShareFile.”
      2. During court business hours, the Clerk’s Office will generally respond within two hours to a party by sending a link to a ShareFile folder for this case.
   3. Uploading Exhibits:
      1. For any exhibits ordered to be provided electronically, parties must upload the exhibits to the ShareFile folder designated for this case no later than five court days before trial.
      2. Exhibits must be labeled according to the naming conventions described in Appendix A, and must be labelled/numbered as listed in the Joint Statement of Evidence.
      3. The Exhibit naming protocols is mandatory:

* Exhibit # - Participant Role – Exhibit Title
* File naming examples:
  + Exhibit 5 – Plaintiff Anderson - Email dated 4-11-18
  + Exhibit 199 – Respondent Seattle Hospital - Patient Memorandum dated 6-9-10

1. Exhibits will be pre-marked by the Clerk’s Office. The clerk will rely on the exhibit numbering providing by the parties in the joint statement of evidence.
2. The jury will access admitted exhibits during deliberations using ShareFile. After closing arguments, the clerk will make a copy of the ShareFile folder containing only those exhibits which were admitted into evidence. The jury will be provided electronic access and instruction in the use of ShareFile.
   1. Compliance:
      1. Failure to comply with exhibit uploading deadlines and procedures may result in exhibits being rejected by the Clerk’s Office and such other actions as to the Court deems necessary to ensure that all parties have timely access to the exhibits.
      2. If the Clerk’s Office rejects an exhibit, the Clerk’s Office will explain to the party why the exhibit was rejected and how to remedy the issue.
      3. Rejection of an exhibit by the Clerk’s Office does not mean that the exhibit will necessarily be excluded by the Court.
3. Exhibit certification:

Whether exhibits were transmitted electronically or as hardcopies, the parties must certify in the Joint Statement of Evidence that the exhibits exchanged between the parties and provided to witnesses are identical to the set of exhibits provided to the Court and do not contain notes, highlighting, or any material not contained in the original exhibits provided to the Court.

1. Use of Discovery and Depositions at Trial:

If depositions (including video depositions), deposition designations, interrogatories, requests for admission, or other discovery responses are to be used at trial as substantive evidence in lieu of live testimony, the offering party shall provide a list of the excerpts to be offered to the opposing party.

Discovery excerpts, counter-designations, and objections shall be electronically transmitted to any opposing party and to the Court’s bailiff by email no later than five court days before trial.

Depositions:

Any party anticipating publishing a deposition during trial must deliver the sealed original to the assigned judge’s mailroom no later than 5 day prior to trial.

An electronic copy of the deposition transcript and any exhibits must be filed in the ShareFile folder using the naming protocols below:

* Deposition of [name of witness],[date].
* Deposition of [name of witness], [date], Exhibit [#]

1. Trial briefs:

Trial briefs shall be filed with the Clerk’s Office, and copies provided to the assigned judge and opposing parties no later than five court days before trial.

1. Motions in limine:

All motions in limine shall be filed with the Clerk’s Office, with copies delivered to the assigned judge and served on opposing counsel, pursuant to LCR 4(l) and LCR 7(b)(4).

Motions in limine shall be noted for the Court’s consideration no later than the Friday before the trial date.

The Court sets the following briefing schedule for motions in limine:

Motions are due:

Responses are due:

Replies are due:

1. Jury instructions:

The parties shall confer and agree on jury instructions and a verdict form to the extent reasonably possible. Only one set of agreed instructions need be submitted to the Court.

The parties must exchange jury instructions and verdict forms with one another and transmit jury instructions and verdict forms to the Court, no later than five court days before trial, as follows:

Electronic (WORD format)  Hardcopy

Cited  Uncited

Other:

1. Jury selection:

A Jury of  12  6 will be empaneled

Alternates: \_4\_ alternates will be empaneled.

Jury selection will take place over Zoom via prospective jurors personal computers or hand held devices. Prospective jurors unable to appear by Zoom may have the opportunity to appear

in person

through computer workstations at the King County Law Library located at”

KCCH, 516 3rd Avenue, Suite W621, Seattle, WA (206) 477-1305

MRJC, 401 4th Avenue North, Room 1N, Kent, WA (206) 477-1316

through a loaned device provided by the Court/Parties/Contractor.

Challenges for Cause may be exercised

at the Hardship Hearing,

During Voir Dire,

or during the Peremptory/GR 37 Hearing

Peremptory Challenges for Cause shall be exercised at the Peremptory/GR 37 Hearing after the last jury panel has been interviewed. Plaintiffs shall have \_\_\_\_ Peremptory Challenges. Defendants shall have/share \_\_\_\_ Peremptory Challenges.

Parties shall electronically submit separate or agreed short neutral statements of the case to the Court no later than five court days before trial.

The Court will provide a general jury questionnaire to the parties. Parties shall electronically submit separate or agreed proposed additional questions to the Court no later than five court days before trial.

1. **Other Requirements**

The following additional equipment is required:

The following ADA accommodations are required:

Interpreters are required as follows:

1. **Argument**

* Opening statements are limited to \_\_\_\_\_\_\_\_ minutes per party.
* Closing arguments are limited to \_\_\_\_\_\_\_\_\_\_ minutes per party, including rebuttal for the party bearing the burden of proof.

1. **ZOOM Jury Trial Procedures:**

The parties shall comply with the procedures set forth in attached Appendix B.

1. **Trial Dates and Standby Status**

Trial is scheduled to begin during the week indicated above, but may be put on standby status. Consequently, parties and witnesses must be available to begin trial Monday through Thursday the week of trial.

If the trial is placed on standby, trial participants can check trial status at the following website:

<https://www.kingcounty.gov/~/media/courts/superior-court/docs/daily/civil-trial-assignments.ashx?la=en>

The parties are responsible for keeping the Court updated with current contact information.

IT IS SO ORDERED.

DATED this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 2020.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Judge

**Appendix A**

**Uploading Electronic Exhibits via ShareFile**

ShareFile is a program that allows exhibits to be electronically transferred and viewed via a cloud.

**To submit electronic exhibits for trial, please email the Clerk’s Office at the following email addresses:**

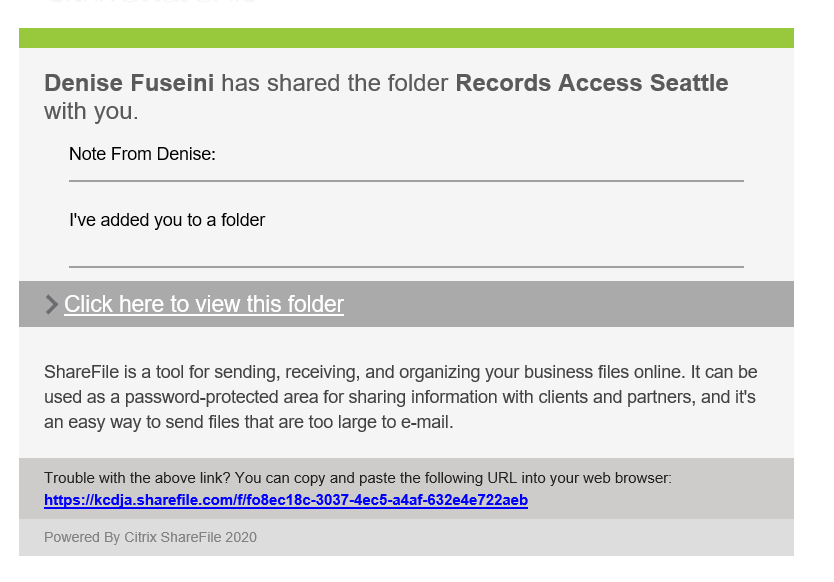
* For Seattle cases: DJAEExhibitsSeattle@kingcounty.gov
* For Kent cases: DJAEExhibitsKent@kingcounty.gov

Emails need to include:

* Case number and caption
* Participant role in the case – plaintiff, petitioner, respondent, etc.

**Upon receipt of the email, the Clerk’s Office will email a link to the ShareFile application**. This link will allow you to access the ShareFile folder created specifically for your case. At this point, files can be easily added to your folder.

Example of the ShareFile email.



**EXHIBITS:** The following instructions shall be followed when uploading exhibits. This is imperative to ensure proper exhibit identification and tracking throughout trial.

* Electronic exhibits shall be uploaded to the folder individually – one file per exhibit, exhibits may have multiple pages.
* Exhibits shall be uploaded with individual numbers and named in accordance with the Joint Statement of Evidence.
  + **File naming example:** **Exhibit # - Participant Role – Exhibit Title**
  + **Exhibit 5 – Plaintiff Anderson - Email dated 4-11-18**
  + **Exhibit 199 – Respondent Seattle Hospital - Patient Memorandum dated 6-9-10**
* File names must also be neutral. For example:

CheckmarkExhibit 1 – Plaintiff Anderson - Accident Scene Photo

CloseExhibit 1 – Plaintiff Anderson - Photo Showing Negligence

* Word, Adobe Document, Excel, Mp4, and image files are supported by ShareFile.

Depositions: The following instructions shall be followed when uploading Depositions. The Court Reporter Sealed Original **must be delivered to the assigned judge’s mailroom no later than five (5) days prior trial**. An electronic copy of the deposition transcript must be uploaded in the ShareFile folder using the naming protocols below:

* **Deposition of [name of witness],[date].**
  + **Example: Deposition of Michelle Anderson, January 4, 2020**
* **Deposition of [name of witness], [date], Exhibit [#]**
  + **Example: Deposition of Michelle Anderson, January 4, 2020, Exhibit 1**

Once uploaded and received by the Court, all exhibits and deposition transcripts will be ‘shared’ and made available to all parties via ShareFile.

For detailed instructions, visit <https://www.kingcounty.gov/courts/clerk.aspx> or email the addresses above.

**Appendix B**

**Zoom Jury Trial Procedures**

1. **Trial Format**

The entire trial will be over Zoom with a link(s) provided by the Court. The Judge will be physically present in the courtroom at the Courthouse. The Parties, counsel, witnesses, and jurors will not be physically present in the courthouse and will participate entirely by Zoom.

1. **Electronic Exhibit Management**
2. **The parties shall upload exhibits using ShareFile no later than the deadline established above**

The Parties can find ShareFile access information and a training video on the Superior Court Clerk’s website at: <https://www.kingcounty.gov/courts/clerk/documents/Electronic%20Exhibits.aspx>.

1. **The jury will access admitted exhibits during deliberations using ShareFile.**

After closing arguments, the clerk will make a copy of the ShareFile folder containing only those exhibits which were admitted into evidence. The jury will be provided electronic access to and instruction in the use of ShareFile.

1. **Remote Trial Access and Appearance for Witnesses**

The Court will provide a remote access link, including any passwords, identification numbers, and other information necessary to access any remote portion of the proceedings over the internet.

Counsel are required to share the link and access information with the parties and witnesses.

Counsel are required to ensure in advance of any remote witness testimony that parties, counsel, and witnesses have sufficient hardware and internet access to testify remotely. Counsel must ensure that parties, counsel, and witnesses have sufficient bandwidth to fully participate in the trial, including testifying and viewing exhibits.[[1]](#footnote-1) Counsel must test the ability to access and use the Zoom platform in advance of trial for each party, attorney, and witness, including internet speed.[[2]](#footnote-2)

Counsel must ensure that, at the time of a witness’s testimony, the witness is able to testify in a distraction-free setting.

It is presumed that parties, counsel, and witnesses appearing remotely will appear with video and audio enabled. No party, attorney, or witness may appear solely by audio (whether by Zoom without video enabled or by phone) without prior permission from the Court.

No other individual will be allowed to participate in the trial remotely via the Zoom platform without prior permission of the Court. Parties, counsel, and witnesses should not share the remote access information for the trial with anyone not authorized in this order to participate in the trial via Zoom without prior permission from the Court.

When a participant remotely accesses the trial via the link provided by the Court, the participant will first enter a virtual waiting room. The Court will admit individuals into the trial from the virtual waiting room.

The Court will only allow parties, counsel, witnesses, and those with prior permission to access the remote trial. The Court has the ability to mute, remove, and block individuals not authorized to access the remote trial.

This order governs how the Court, parties, counsel, and witnesses will conduct the trial via the Zoom platform. Nothing in this order is intended to limit any public right to observe the trial.

1. **Witnesses Excluded**

Pursuant to ER 615, witnesses are excluded from the trial until they are called. Until a witness is excused and not subject to recall, a witness may not observe, listen to, or otherwise access, through any means, the testimony of other witnesses or other proceedings for this case.

1. **No Recording**

No one is authorized to record the proceedings by any means without prior permission from the Court.

1. **The Court Record**

The official record will be captured and maintained only through a means authorized and conducted by the Clerk of the Court.

1. **Calling Remote Witnesses During Trial**

The party calling witness testifying remotely is responsible for notifying the witness when the witness is to be called so that the witness can access the trial remotely. Any witness appearing remotely must appear with video and audio enabled, absent prior permission from the Court.

From the time the witness is placed under oath until the witness is released, the witness shall not communicate with anyone other than the Court and examining counsel without permission of the Court. Witnesses may not refer to any documents or other information sources during their testimony unless and until the witness is directed to do so.

1. **Handling Exhibits Remotely During Trial**
2. **Substantive exhibits.**

During the trial, witnesses testifying remotely should be examined using copies (electronic or hard-copy) of exhibits provided to the witness in advance or shared with the witness using Zoom’s screen-sharing function during examination, with the Court’s permission.

Authenticating, establishing the admissibility of, and offering exhibits remotely should be done according to the Rules of Evidence just as they would during an in-person trial. The witness appearing remotely should be directed to access the witness’s copy of the exhibit or counsel may screen-share the exhibit. If the exhibit is admitted, the Clerk will admit the original previously provided to the Court. Witnesses should destroy or return hard copies of exhibits following the trial.

1. **Illustrative exhibits.**

Illustrative exhibits must be marked and transmitted to the Court in advance.

If it is not possible to mark an illustrative in advance (e.g., because the exhibit was created during trial while examining a witness), the Court may allow alternate means of marking and admitting the exhibit for illustrative purposes, including, e.g., allowing the examining attorney to show the exhibit via Zoom’s screen-sharing feature or allowing a witness to electronically annotate an illustrative exhibit and later providing a copy of the exhibit to the Clerk.

1. **Playing video depositions during trial.**

Any party intending to offer video deposition testimony remotely during the trial must notify the Court in advance. The offering party should be prepared to play the deposition on the offering party’s computer and to utilize Zoom’s screen-sharing function or another authorized means to broadcast the deposition to the Court and other remote participants.

1. **Juror Questions for Witnesses**

As with an in-person civil jury trial, jurors in this Zoom trial will be allowed to propose written questions to witnesses. The Court will provide jurors with a link to an electronic form to submit questions. The jurors will be placed in the breakout room while the Court discusses juror questions for witnesses with the Parties. The questions will be filed in the court record just as they would during an in-person trial.

1. **Deliberations**

Jurors will deliberate in the Zoom breakout room. As described above, jurors will have access during their deliberations to a ShareFile folder with only those exhibits admitted into evidence. Jurors will be able to seek the Court’s assistance from the breakout room using the Ask for Help function in Zoom.

1. **Professionalism During Remote Portions of the Trial**
2. **Cross-talk and microphones.**

When the Court, a party, counsel, or a witness is speaking, please avoid interrupting the speaker.

During remote portions of the trial, generally, all participants other than the Court, the witness, and the examining and defending attorneys should mute their microphones.

Remote participants using multiple devices in a single workspace to access the trial should avoid audio feedback issues by, e.g., only using the microphone and speakers on one device at a time, or utilizing headphones.

1. **Objections**.

When an objection is made during remote testimony, please stop talking and let the Court rule on the objection.

1. **Disconnection.**

In the event that the Court, a party, counsel, a witness, or anyone else necessary to the proceedings becomes disconnected from a remote portion of the trial, the trial will stop while the Court works to reconnect the individual.

Counsel must ensure that a witness has an alternative means of communicating with counsel in the event of disconnection.

1. **Limiting distractions.**

To the extent possible, remote trial participants should conduct themselves in the same way they would if they were physically present in a courtroom. Remote participants should silence electronic devices other than devices necessary for remote participation, and generally take steps to minimize anything in their remote workspaces that would distract from the integrity of the proceedings. The Court understands that conducting trial from remote locations may present challenges. The Court asks all remote participants to do their best to maintain professionalism in order to conduct a fair and efficient trial.

1. **Screen names.**

When remotely accessing the trial, remote participants shall ensure that their Zoom screen name and the legal name they are using in these proceedings are the same. If a remote participant attempts to access the trial via Zoom with a name the Court does not recognize, the Court may decline to admit that person from the virtual waiting room.

1. **Decorum.**

Parties, counsel, and witnesses appearing remotely should dress in professional attire just as they would when appearing in-person.

1. **Post-Trial Evidence Handling**

Electronic exhibits which were not offered during the trial will not be retained by the Clerk’s Office.

Hard-copy exhibits not offered during the trial and deposition transcripts not published must be retrieved by 4:00 p.m. no later than three court days after the trial has concluded, and will otherwise by discarded by the Clerk’s Office.

Parties may be asked to provide their electronic authorization for the destruction of exhibits admitted during trial.

1. **Technology Support**

Parties, counsel, and witnesses should familiarize themselves with the Zoom platform prior to trial. The Court is unable to provide Zoom technical assistance or advice beyond what is contained in this order

1. **Wifi Hotspots**

Parties, witnesses, and jurors with internet limitations may find free Wifi hotspots at various locations.

Hotspots sponsored by the Washington State Department of Commerce may be found here: <https://www.commerce.wa.gov/building-infrastructure/washington-state-drive-in-wifi-hotspots-location-finder/#:~:text=The%20drive-In%20Wi-Fi%20hotspot%20project%20addresses%20underserved%20and,free%20public%20broadband%20internet%20access%20to%20all%20residents>.

Comcast has temporarily opened its WiFi hotspots *located in businesses and outdoor locations* for free public use. Scroll to the bottom of the webpage below and enter a zip code near you for a map of available open hotspots in your area: <https://www.xfinity.com/learn/internet-service/wifi>

A map of free wifi hotspots in the Seattle Area can be found at: <https://www.wifimap.io/2965-seattle-free-wifi/map>

1. Counsel, parties, and witnesses can find system requirement information for Zoom at: <https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>.

   General information for Zoom at: <https://support.zoom.us/hc/en-us/articles/206175806-Top-Questions>.

   Information about common troubleshooting problems for video issues at: <https://support.zoom.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working>.

   Information about common troubleshooting problems with audio at:

   <https://support.zoom.us/hc/en-us/articles/202050538-Audio-Echo-In-A-Meeting>. [↑](#footnote-ref-1)
2. Counsel, parties, and witnesses may wish to test their internet speeds at sites such as <https://www.speedtest.net/>. [↑](#footnote-ref-2)