VERMONT SUPERIOR COURT
Washington Unit
65 State Street
Montpelier VT 05602
802-828-2091
www.vermontjudiciary.org

CIVIL DIVISION
Case No. 23-CV-05295

Date: December 26, 2023

NOTICE OF HEARING

Arthur Montague v. Town of East Montpelier

This is to notify you of the following:

DATE:	TIME:	DURATION:
January 29, 2024	**2:00 PM**	**15 Minutes**

HEARING RE: Status Conference

ATTACHED PLEASE FIND INSTRUCTIONS FOR THIS REMOTE WEBEX HEARING.

Electronically signed: 12/26/2023 12:35:00 PM pursuant to V.R.E.F. 9(d)

Donna Waters
Court Operations Manager

Any individual with a disability requiring assistance accessing the services, programs, and/or activities at the Courthouse should contact the Clerk's office at the above address for further assistance.

RECEIVED
JAN 01 2024
By

Instructions for Participating in a Hearing or Case Manager Conference

You are required to participate in the upcoming hearing or case manager conference remotely using the WebEx program.

Any party may object to a notice of hearing that requires their remote or their in-person participation or testimony by filing a written motion with the Court within 5 days after service of the notice of hearing. The motion must include a brief explanation of the objection and must be sent to the other party. E-filers must e-file the motion and other parties may email Washington - All Divisions - JUD.WashingtonUnit@vermont.gov or bring the motion to the Court at the address in the hearing or case manager conference notice. In issuing an order or ruling on a motion under this paragraph, the Court may consider the following factors:

- whether you have adequate phone or internet access to participate remotely
- the parties' convenience
- the type of the hearing
- whether there is a way for a lawyer to confidentially communicate with a party or witness in a remote hearing
- whether a participant is incarcerated
- whether the hearing will involve documents and cross examination
- whether all parties agree concerning your objection
- whether the remote hearing will unreasonably harm your case

If you are attending in person:

- Wearing of a mask is recommended but not required in the courthouse, however, judges may require that you wear a mask in the courtroom.
- Health screening questions will be asked at the courthouse entrance.
- You will be required to follow any other health and safety rules of the court.

If you are participating remotely please read the instructions below:

Joining a Webex Hearing: If you can, please read the detailed "*How to Join WebEx*" instructions and "*Best Practices for Remote Hearings*" at: www.vermontjudiciary.org/remote

Webex Meeting ID Number (access code): 2339 098 0087

Webex Meeting Password: Civil1

Click here: Join Meeting **OR** **Scan QR Code:**

The button above will take you to the Webex meeting login screen.
To manually join from your phone or computer, you can use this information below.

- **Computer:** Go to https://vtcourts.webex.com. Enter the meeting ID number and password listed above to join.
- **Smartphone App:** Download the "Cisco Webex Meetings" app. Tap "Join Meeting" and enter the meeting ID number and password listed above to join.
- **Phone:** Dial 1-802-636-1108 (NOT toll-free) and when prompted enter the meeting ID number listed above, followed by the pound symbol (#). You will be prompted to enter your attendee number (which you do not have). Instead, press pound (#).

You should contact the Clerk's office at _ Washington County - Civil Division - 802-828-2091 _ **if:**

- you do not have access to a phone or internet service that will work for attending remotely
- you need an interpreter
- you are an individual with a disability requiring assistance or a reasonable accommodation (please explain in a clear and detailed way)
- you have Webex technical questions

Filing of exhibits or evidence (or other): You must send or bring a copy to the Court and send a copy to all the other parties in the case of any proposed exhibits or evidence at least 3 business days *before* the date of your hearing or case manager conference. ***All non-document exhibits, or evidence must be hand delivered.***

- *Non e-filers*: You may email them to: Washington - All Divisions - JUD.WashingtonUnit@vermont.gov or bring them to the Court at the address in the hearing or case manager conference notice.
- *E-filers*: You must use the VT Odyssey File & Serve program unless an alternate method has been approved.
- if you fail to follow these instructions, the Court may dismiss your motion or may exclude any documents not produced prior to the hearing.

Remote hearings are hearings. Lawyers are responsible for having their clients present with them or for providing them with the Webex login information.

- You should be on time and be respectful just as if you were in the courtroom.
- Have a clear connection and be in a quiet location.
- You must not interrupt others speaking unless you cannot hear or have a legal objection. If you simply disagree with what is being said, make a note to bring up your disagreement when it is your turn.
- You must call back immediately if you are disconnected; if you do not call back the Court may dismiss your motion or issue an order without you.
- You must call in on a separate line from any other participant and you may not use a speaker phone.

Self-Represented Litigants may also refer to these pages on the VTLawHelp.Org website:
COVID and the Courts intro: https://vtlawhelp.org/coronavirus-updates#courts
COVID and the Courts detail: https://vtlawhelp.org/court-hearing-feeling-sick-coronavirus