



*Circuit Court for Montgomery County
Judicial Center
50 Maryland Avenue, Room T-020
Rockville, Maryland 20850*

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Video Conferencing Procedures

The Montgomery County Circuit Court has an agreement in place with BlueJeans video conferencing services. The video conferencing service allows for one host (The Circuit Court) and up to five (5) participants on a single video call.

Requirements for the party(s) requesting the video conference:

- 1) Each participant must have a desktop computer or notebook PC that contains a video camera (internal or external), microphone, and speakers.
- 2) High-Speed access to the Internet. This should be a cabled high speed data connection (Cable or LAN). Cellular and public Wi-Fi Internet connections are not supported. A wired connection to the modem or router is recommended for a reliable experience. A large part of the video conference quality is dependent on the Internet connection of the remote party. A connection test between Technical Services and the remote party is recommended before the court date in order to verify a quality connection will be present in court.
- 3) An email account, so the host (Circuit Court) of the video call can send a web link or URL address to the video participant(s).

Instructions:

- 1) Per MD Rule 2-513, the requesting party must file a motion with the Montgomery County Circuit Court requesting a video conferencing call. In addition, the motion must contain items listed in #2 below.
- 2) The date and time of the video conferencing call, the judges/masters name, email address(s) of the party(s), party(s) name, and party(s) telephone number.
- 3) Prior to the video conference, a charge of \$300 (providing up to 3 hours of video conferencing; thereafter, a charge of \$100 per hour will be assessed) must be paid through the Montgomery County Circuit Court, Technical Services Department, Room T-020, 50 Maryland

Avenue, Rockville, MD 20850 by the party requesting the video conference. If payment is made by check, the check should be made payable to the "Clerk of the Circuit Court".

4) On the day of the scheduled video call, the Technical Services Department will setup the video equipment within the hearing room/courtroom.. Each video conference participant will receive an email that contains the URL link and a password for the video conferencing call.

5) Prior to the judge/master entering the hearing room/courtroom, Technical Services staff will initiate the video conferencing call and wait for all participants to join the call.

6) If you have any further questions, please contact the Technical Services Department at 240-777-9150.