


**JUDICIARY OF GUAM  
POLICY AND PROCEDURES  
ADMINISTRATIVE POLICY NO. UJ20-06**

  <b>Judiciary of Guam</b>	Division:  <b>ADMINISTRATIVE OFFICE OF THE COURTS</b>
<b>TITLE: Protocol for use of Zoom Rooms</b>	<b>EFFECTIVE DATE:</b> <i>10-15-2020</i>
<b>REVISED DATE:</b>	<b>APPROVED BY:</b> Kristina L. Baird, Administrator of the Courts <i>Kristina L. Baird</i>

**I. PURPOSE**

This document provides court patrons with a means to attend or participate in virtual/remote court proceedings with the assistance of Judiciary of Guam (“Judiciary”) equipment and facilities by establishing guidelines for the appropriate use of the Zoom Rooms (“Meeting Rooms”) within the Guam Judicial Center. This policy is necessary to ensure that all court patrons can virtually/remotely attend or participate in court proceedings and engage in attorney-client consultations. This policy is further necessary to protect Judiciary property and facilities and preserve the integrity and confidentiality of attorney-client communications.

This policy has been developed in consideration of the exigent circumstances created by the COVID-19 pandemic, including the Island’s state of public health emergency, lockdown, and modified/limited work and operational status of the Government of Guam, including the Judiciary. Due to these conditions, court proceedings are regularly held virtually/remotely. The Judiciary is committed to ensuring that all court patrons have access to justice and the judicial system, regardless of court patrons’ access to or ownership of personal electronic devices.

For purposes of this policy, court patron means any individual who seeks information to file, pursue or respond to a case on his/her own behalf or on the behalf of another, and/or utilizes the services of the Judiciary, including litigants, attorneys, and other members of the public.

**II. APPLICATION**

This policy applies to employees, including chamber staff and MIS Division personnel, who will be tasked with controlling access to the Meeting Rooms located between the courtrooms on the first and second floors of the Guam Judicial Center. These Meeting Rooms have previously been used to allow clients to communicate confidentially with counsel at a convenient area located

immediately outside the courtroom. Due to the social distancing requirements necessitated by COVID-19, these Meeting Rooms are being partially repurposed to allow court patrons to use Judiciary-owned computer equipment to appear virtually/remotely in court proceedings.

As needed, the Administrator of the Courts may designate additional Judiciary facilities as virtual/remote hearing locations available to court patrons. Such locations will be deemed Meeting Rooms for the purposes of this policy.

### **III. EQUIPMENT**

Each Meeting Room will be equipped with videoconferencing/teleconferencing equipment (such as cameras, microphones, speakers, etc.) in order to provide court patrons with a means to virtually/remotely attend court proceedings and, when necessary, to virtually/remotely engage in attorney-client consultations. The computer equipment provided will be installed with the Zoom platform and/or other videoconferencing/teleconferencing software. The technical specifications of the equipment to be provided in the Meeting Rooms are attached to this policy as “Exhibit A.”

### **IV. PROCEDURE FOR USE OF MEETING ROOMS**

1. The judges and judicial officers are responsible for ensuring that court patrons have access to Meeting Rooms on the dates and times as determined by the judges and judicial officers. The judges and judicial officers shall assign chamber staff, such as bailiffs, chamber clerks, law clerks or assigned Deputy Marshals, to provide access to the Meeting Rooms as required by this policy.
2. The judges and judicial officers must coordinate with one another and the Superior Court Clerk of Court or her designee (“Clerk of Court”) to prearrange scheduled use of the Meeting Rooms. This is necessary as there are only three Meeting Rooms available to the Superior Court of Guam (as of the effective date of this policy).
3. The Procurement and Facilities Management Division (“Procurement”) shall maintain the keys and log books for each of the Meeting Rooms.
4. The Meetings Rooms shall remain locked at all times when they are not in use.
5. On a given date and time as scheduled with the Clerk of Court and a judge or judicial officer, the chamber staff shall acquire the key to a Meeting Room from Procurement. At the assigned time, the chamber staff shall lead the court patron to a Meeting Room, unlock the door, and assist the court patron on any technology-related issues in connecting the court patron to the virtual/remote court proceeding. The chamber staff and court patron will sign the log book, which indicates the chamber staff and court patron’s name, date and time of access. The chamber staff may thereafter remain in the Meeting

Room during the court proceeding to assist in the event of technical difficulties and to ensure that all Judiciary-owned equipment is used appropriately.

6. If the Meeting Room is to be used for attorney-client consultation relative to a court proceeding, the court patron shall be granted private access to the Meeting Room to ensure confidentiality of his/her discussions.
7. If a court patron, i.e., a client represented by counsel, is attending a court proceeding in-person and his/her counsel is not physically present in the courtroom, and the Meeting Room is requested to be used for attorney-client consultation, the chamber staff shall lead the client to a Meeting Room, unlock the door, and assist the client on any technology-related issues in connecting the client virtually/remotely with his/her counsel. The chamber staff and court patron will sign the log book, which indicates the chamber staff and client's name, date and time of access. The client shall be granted private access to the Meeting Room to ensure confidentiality of his/her discussions with counsel.
8. If counsel is attending a court proceeding in-person and his/her client is not physically present in the courtroom, and the Meeting Room is requested to be used for attorney-client consultation, the chamber staff shall lead counsel to a Meeting Room, unlock the door, and assist counsel on any technology-related issues in connecting counsel virtually/remotely with his/her client. The chamber staff and counsel will sign the log book, which indicates the chamber staff and counsel's name, date and time of access. Counsel shall be granted private access to the Meeting Room to ensure confidentiality of his/her discussions with the client.
9. Following a court patron's use of a Meeting Room, the chamber staff will be responsible for sanitizing the Meeting Room, ensuring the equipment is properly shut down, locking the door and returning the key and log book to Procurement.
10. Should chamber staff need assistance from other Judiciary personnel (not a member of chamber staff) regarding the use of the Meeting Rooms consistent with this policy, chamber staff shall make such request to the Clerk of Court. The Clerk of Court will communicate and coordinate with the Administrator of the Courts regarding the request; the Administrator of the Courts may designate and authorize other Judiciary personnel as he/she deems appropriate.
11. The use of Meeting Rooms is for Judiciary authorized purposes only.

## **EXHIBIT "A"**

1. Dell OptiPlex 7470 All-in-One XCTO

a. 7470 AIO 23.8" FHD 1920x1080 IPS Non-Touch Anti-Glare, Camera, Integrated Graphics, Bronze PSU (includes microphone and speaker)

2. USB 3.0 Extension Cable – 10 foot

3. 850VA UPS, APC BE850V