

NOTICE TO THE PUBLIC

A person may testify by video conference at a civil trial if: 1) the trial involves an offense of domestic assault under sections 565.072 to 565.076, RSMo., and 2) the person testifying is the victim of that domestic assault.

For those who desire to testify by video conference, you must have a device that supports the application (“app”) or software Webex®. Supported devices include computers, tablets, and smart phones, running the latest Apple iOS or Android operating systems. To use Webex®, your device must have a camera, microphone and speaker in good working order.

In addition, you must comply with the following instructions PRIOR TO the trial.

1. If you are a victim of a domestic assault that is involved in the trial, and wish to appear by video conference, you must file a written Declaration Requesting Appearance by Video Conference with the Court Clerk. The Declaration is available on the Court’s website www.courts.christiancountymo.gov and through the Circuit Clerk’s office. If you are not represented by an attorney, you must ensure that the Circuit Clerk has a valid telephone number and email address for you. Failure to ensure that the Court has that information may result in you not being timely informed whether the Court has granted or denied your request.
2. In all cases, except those seeking an order of protection, the Declaration shall be filed with the Court at least twenty (20) days prior to the trial. In cases seeking an order of protection, the Declaration shall be filed with the Court at least than five (5) days prior to the trial. If you are not represented by an attorney, you may send the Declaration by email to ctn.filings@courts.mo.gov, and it will be filed.
3. Based on the information provided by you in the Declaration, the Court will determine whether to grant or deny the request. You will receive an email at least 24 hours before the hearing telling you the Court’s decision. If your request is denied, you must appear at the trial in person or appropriate action will be taken by the Court.
4. If your request is granted, then you may appear at the trial by video conference through the website www.courts.mo.gov by following the instructions below.
5. You are strongly encouraged to download the Webex® app on your device as soon as possible to best ensure that your testimony can be received by the Court. You also are encouraged to use a separate headset with microphone to reduce feedback and improve

audio quality; however, it is not required that you use a headset. You may reduce feedback and improve audio quality by muting the microphone on your device until you wish to speak or are asked a question by the Court, or other person.

6. To join the Court's video conference, follow these instructions:
 - a. On your device, go to the website www.courts.mo.gov.
 - b. Click on the link "Search for a Case".
 - c. Click on the tab "Case Number Search", enter your case number in the "Case Number" box, and then click on the tab "Find" or press "Enter" on your keyboard.
 - d. Click on the light-yellow tab "Scheduled Hearings and Trials."
 - e. Click on the link "Virtual Hearing Room" located in the gray shaded area.
7. You should join your video hearing at least 30 minutes prior to the scheduled time for the evidentiary hearing or trial to ensure your equipment and connection are operational.
8. You must be located in a quiet place with no other individuals in the room. You cannot read from any notes, messages, reports, or other recordings while you are testifying, unless you receive express permission from the Court.
9. If you anticipate that you may introduce any documentary evidence (photographs, letters, texts, audio or video, etc.) during the trial, you must email any such items, in a publicly available format (i.e., .doc, .txt, .pdf, .jpeg, .png, or .mp4), to ctn.filings@courts.mo.gov at least two (2) days before the trial. Failure to do so may result in the Court not allowing you to introduce any such evidence at the trial. Even if the items are introduced, the Court will determine whether any such items will be accepted as evidence.
10. **NO PERSON MAY RECORD OR PHOTOGRAPH THE PROCEEDINGS WITHOUT EXPRESS AUTHORITY GIVEN BY THE COURT. A VIOLATION OF THIS RULE MAY BE PUNISHABLE AS AN ACT OF CONTEMPT.** The only recording of the hearing will be through the court system.

IF YOU HAVE ANY QUESTIONS ABOUT APPEARING BY VIDEO CONFERENCE OR NEED ASSISTANCE ON APPEARANCES BY VIDEO CONFERENCE, PLEASE CONTACT THE CIRCUIT CLERK'S OFFICE BY TELEPHONE AT (417) 582-5120, Monday through Friday, 8:00 A.M. to 4:30 P.M., OR BY EMAIL AT ctn.filings@courts.mo.gov.

