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MAUREEN G. KELLY  
LAKE CO. CLERK OF COURT

IN THE COURT OF COMMON PLEAS  
DOMESTIC RELATIONS DIVISION  
LAKE COUNTY

IN RE:

COVID - 19

ZOOM VIDEO CONFERENCING  
HEARINGS

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JUDGE COLLEEN A. FALKOWSKI

Due to the proactive steps the Court has implemented to help prevent the spread of the COVID-19 coronavirus, the following Orders are effective immediately upon all parties and counsel hereto.

**IT IS HEREBY ORDERED:**

1. Immediately upon receiving the Notice of Hearing, all self-represented parties shall provide the Court at the email address or the telephone number listed on the Notice of Hearing with his/her name, the case number, a cell phone number, and an email address for use on the day of the hearing so that the link for the hearing may be sent out in advance. If a party does not have internet access or video capabilities by cell phone, he or she shall notify the Court of that information at least 48 hours before the hearing for further instruction. **Failure to provide your contact information shall constitute a failure to appear and the hearing may proceed without your participation.**
2. Counsel shall forward the video link provided by the Court to his or her client.
3. All self-represented parties shall be prepared to present identification in the form of a driver's license or state identification card before the commencement of the hearing.
4. All evidentiary hearings conducted via Zoom Video Conferencing will be recorded and a record kept by the Court. **No other individual shall record the hearings.**

5. Parties shall participate in the video hearing outside of the presence of the parties' minor children. Ideally, this will be in a separate room from the children with the door closed. If the party is unable to be behind a closed door during the entire hearing, he or she shall use headphones or earbuds so that the audio portion of the hearing is not able to be heard by the children.
6. A Guide for using Zoom can be found at <https://lcdrcrct.org/>.

**IT IS SO ORDERED.**

  
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JUDGE COLLEEN A. FALKOWSKI

cc: Lake County Prosecutor  
Lake County Public Defender  
Lake County Job & Family Services  
Lake County Bar Association  
Ashtabula County Bar Association  
Geauga County Bar Association