

Office of
Workers' Compensation



GUIDE FOR TRIALS

VIA ZOOM

In order to promote social distancing and slow the spread of Covid-19, the Office of Workers' Compensation will begin conducting Trials via Zoom. In order for parties to participate in Trials by Zoom, attorneys or self-represented litigants must certify that they have completed the LSBA Zoom Training for Lawyers or certify that they have reviewed the Zoom webinars designated by the OWC. Additionally, the parties must submit a waiver, indicating that they waive the right to proceed with in-person Trial and elect to proceed by Zoom.

Prior to the Zoom Session:

All participants must verify their e-mail addresses with the Court. Prior to the day of Trial, the Court will send a Zoom invite with the Meeting ID and Password.

You must download Zoom to your computer, laptop, notebook or cellphone. Visit <https://zoom.us/> to download the Zoom app. In order to participate, you must have a webcam, speakers and microphone, and internet connection (3G or higher). All participants must appear by video and audio.

Prior to the day of Trial, run a test by visiting <https://zoom.us/test>.

Attorneys and self-represented litigants must complete the following training sessions:

<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

<https://support.zoom.us/hc/en-us/articles/201362313-Testing-your-video>

<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-content-or-second-camera>

<https://support.zoom.us/hc/en-us/articles/201362643-Sharing-computer-sound-during-screen-sharing>

Recommended for attorneys:

<https://lsba.inreachce.com/Details/Information/0abc51c1-01d2-41c1-9df9-1caa8a340417>

Other useful tutorials can be found under the Resources tab on the Zoom website at https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.256841419.195637321.1605621954-131266725.1589907860

During the Zoom Session:

All participants must join the Zoom session at the designated time. Upon joining the session, you will be placed in a waiting room until the Judge admits you to the session. Upon entering the session, all participants must activate their camera (“Join with Video”) and audio (“Join With Computer Audio”).

All attorneys and self-represented litigants must know how to share screen and audio, in order to show exhibits, including exhibits and/or video.

All participants must be properly dressed, as if appearing in-person in Court.

All participants must participate in the session in a place that is free from distracting noises. Cellphones must be silenced.

Backgrounds should be free from distractions. You may use a virtual background, but you must test the background to ensure that you are visible.

Parties must submit the “Attestation of Certification” form to the Court to certify that the appropriate training has been completed.

If the parties agree to waive the right to in-person trial and to proceed by Zoom, they must submit the “Waiver of In-Person Trial” to the Court. If both parties do not agree, the matter will be set for a contradictory hearing.

ATTESTATION OF CERTIFICATION FOR ZOOM TRAINING

I hereby certify that I have reviewed and/or completed the following training required by the Office of Workers' Compensation Court, in order to participate in Zoom Trials.

Zoom Training Videos (required)

<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

<https://support.zoom.us/hc/en-us/articles/201362313-Testing-your-video>

<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-content-or-second-camera>

<https://support.zoom.us/hc/en-us/articles/201362643-Sharing-computer-sound-during-screen-sharing>

OWC Zoom Guidelines (required)

LSBA Zoom Training for Lawyers (recommended for attorneys only)

I certify that I have completed the above and I am capable of accessing Zoom and using the features and tools, including the "Share Screen" function in order to present exhibits, if needed.

Signature

Printed Name

E-mail Address

*This Attestation of Certification certifies the signor for all cases with the Office of Workers' Compensation.

CLAIMANT _____ DOCKET # _____
EMPLOYER _____
INSURER _____

WAIVER OF IN-PERSON TRIAL AND TO PROCEED WITH TRIAL VIA ZOOM

In the captioned matter, I have discussed this matter with my client and on behalf of said client, I hereby waive in-person Trial and opt to proceed via Zoom. I understand that by proceeding by Zoom, I agree that my conduct and the conduct of my client will comply with the requirements of in-person court proceedings.

Signature

Printed Name

On behalf of

E-mail Address

Self-represented litigant

Printed Name

E-mail Address

*This Waiver is only valid for the captioned case.

JANE DOE

OFFICE OF WORKERS' COMPENSATION

VERSUS

DOCKET #00-00000 DISTRICT ____

MIGHTY MOUSE

STATE OF LOUISIANA

**COURT ORDER TO PROCEED WITH TRIAL
VIA VIDEOCONFERENCING (ZOOM)**

Due to the Covid-19 Pandemic and in an effort to promote social distancing, the Office of Workers' Compensation Court will conduct Trials via Zoom. The trial in this matter will proceed by Zoom by agreement of the parties or, when there is disagreement of the parties, by Court Order after a contradictory hearing.

IT IS ORDERED, ADJUDGED, AND DECREED that attorneys and self-represented litigants must complete Zoom training as designated by the Office of Workers' Compensation.

IT IS ORDERED, ADJUDGED, AND DECREED that all parties shall conduct themselves as if they were physically in Court, including wearing proper attire.

IT IS ORDERED, ADJUDGED, AND DECREED that the parties shall exchange exhibits with the opposing side _____ days prior to Trial. All objections to exhibits must be submitted to the Court _____ days prior to Trial.

IT IS ORDERED, ADJUDGED, AND DECREED that the party who subpoenas a witness is responsible for ensuring the attendance of the witness.

IT IS ORDERED, ADJUDGED, AND DECREED that no other persons shall be present during the conference without approval by the Court.

IT IS ORDERED, ADJUDGED, AND DECREED that no party shall record the proceedings in this matter.

SO ORDERED this the _____ day of _____, 20____.

JUDGE