



State of South Carolina
The Family Court of the Thirteenth Judicial Circuit
Judge Karen Sanchez Roper

VIRTUAL COURTROOM GUIDELINES

[ROPER VIRTUAL COURTROOM LINK](#)

WEBEX CALL IN USERS: 1-408-418-9388 MEETING NUMBER: 173 727 7163 PASSWORD: CZybM89tNW2

1. All Hearings

- a. Every participant who appears in the virtual courtroom should:
 - i. Connect using a reliable computer and internet connection with both audio and video communications;
 - ii. Be aware of all rules governing hearings in the virtual courtroom as detailed on the sccourts.org website;
 - iii. Conduct himself or herself in the same manner as if he or she were physically present in the courtroom
- b. If possible and safe:
 - i. A party should be in the same location as his or her attorney;
 - ii. A non-party witness should be in the same location as the attorney for the party who calls the witness.
- c. Even if the attorney and a party/witness are in the same location, it is advisable for each to use separate computers to connect to the virtual courtroom. If possible, both the lawyer and the party/witness should use the microphone/speaker of one of the devices and the microphone/speaker of all other devices should be turned off to avoid feedback.
- d. If a party or witness cannot be physically present in the same location as the party's attorney, then the party/witness should:
 - i. Be alone during the entire time he or she appears in the virtual courtroom;
 - ii. Remove all recording and communication devices (including but not limited to computers, mobile phones, landlines, cameras, digital or other recording equipment), other than the device being used to connect to the virtual courtroom, from the location;
 - iii. Receive a copy of these Guidelines prior to the hearing from the attorney who calls the witness.

2. Motion Hearings

- a. Prepare a list of all submissions;
- b. Convert the list and all submissions to separate, individual electronic files in PDF. Name each PDF consistent with the number or name shown on the list (e.g. "Plaintiff 1 Financial Declaration");
- c. Serve all parties with a copy of the list and all submissions no later than 5 pm of the day immediately prior to the day of the hearing;
- d. Send copy of the list and all submissions to Judge's assistant by email (kropersc@sccourts.org) no later than 5pm of the day immediately prior to the day of the hearing;
- e. File with the Clerk a hard copy of all affidavits, financial declarations, or other submissions before the hearing.

3. Exhibits in Testimonial Hearings and Trials

- a. Pre-mark and number each exhibit for identification;
- b. Compile a descriptive list of all exhibits in numerical sequence;
- c. Deliver original exhibits and list to the Clerk to hold for the court reporter;
- d. Convert all exhibits and the list to individual, separate electronic files in PDF. Name each PDF consistent with the exhibit list (e.g. "Plaintiff's Exhibit 1"). If an exhibit consists of more than one page, number each page;
- e. Serve exhibits and list on all parties as soon as practical before the beginning of the hearing, but no later than 5 pm on the day immediately prior to the hearing;
- f. Send a copy of exhibits and list to the court reporter and Judge's assistant by email (kropersc@sccourts.org) no later than 5pm on the day immediately prior to the hearing;
- g. Prepare at least one printed copy of every exhibit to have available for the party/witness during direct and cross examination. If the witness is not in the same location as one of the attorneys, the attorney who calls the witness is responsible for getting a copy of all exhibits to that witness.