

**JUDGE SEELIGER'S STANDING ORDER FOR PARTIES PARTICIPATING IN  
CIVIL HEARINGS VIA ZOOM VIDEO CONFERENCE**

20AP1144

1. **At least three (3) days prior** to the hearing, Counsel or pro se (unrepresented) litigants shall advise the Court whether any witnesses will be testifying and whether any documents or exhibits will be presented during the hearing.
2. Any documents or exhibits a party intends to introduce shall be emailed to opposing counsel or the other party if pro se at least five (5) days prior to the hearing date. Those documents shall be pre-marked as exhibits for the ease of conducting the Zoom hearing. (Example, Plaintiff's or Defendant's Ex. 1). Counsel shall try to resolve any objections to the exhibits at least two days prior to the hearing. The Court will handle any unresolved objections to the exhibits during the hearing.
3. It is Counsel's responsibility to provide the Zoom log-on instructions to their respective clients and witnesses; pro se litigants must provide the Zoom log-on instructions to their witnesses. Their failure to log-on will be deemed to be a waiver of their presence for the hearing. Any non-party witness will be placed in a "waiting room" or should be on standby awaiting the Court's call to join the Zoom hearing when called to testify.
4. The Zoom log-on instructions shall not be provided to anyone not participating as a party or witness in the case. The public may watch hearings via <https://www.dekalbsuperiorcourt.com/judges/clarence-f-seeliger/clarence-f-seeliger-court-calendars/>
5. At least one (1) day prior to the hearing, Counsel (and pro se litigants) shall email all pleadings and exhibits they plan on using in the hearing to the Court's staff attorney, Shannon Hicks, at [shicks@dekalbcountyga.gov](mailto:shicks@dekalbcountyga.gov). If there are any unresolved objections to certain exhibits, those objections should be pointed out to Ms. Hicks in that email. All objections should succinctly state the legal basis for the objection and the corresponding rule from the Georgia Rules of Evidence.
6. Counsel, the parties, and any witnesses shall familiarize themselves with Zoom and all its capabilities, including screen sharing, prior to the hearing. For

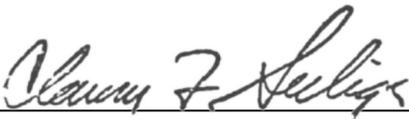
assistance with Zoom, please review their numerous support pages which provide a lot of helpful information. <https://support.zoom.us/hc/en-us>

7. If the parties want the matter taken down, it is the responsibility of counsel to provide their own court reporter and to provide the court reporter with the Zoom log-in information.
8. Counsel may email the Court's staff attorney with any issues or questions prior to the Zoom hearing.
9. If an interpreter is needed for the hearing, the parties must notify the Court at least seven (7) days prior to the hearing date.
10. Counsel and the parties are hereby notified that the Zoom hearings will be "livestreamed" on YouTube for public access purposes.

<https://www.dekalbsuperiorcourt.com/judges/clarence-f-seeliger/clarence-f-seeliger-court-calendars/>

Failure to comply with any of the terms of this Order may result in the exclusion of witnesses or testimony, or any other sanction the Court may deem appropriate.

SO ORDERED, this 1 day of June, 2020.



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CLARENCE F. SEELIGER, Judge  
Stone Mountain Judicial Circuit