

STATE OF LOUISIANA
COURT OF APPEAL - FOURTH CIRCUIT

NOTICE

Cases set for oral argument via video-conferencing before the Court of Appeal, Fourth Circuit will take place under the following circumstances and rules of adherence:

1. Oral Argument will take place by use of Zoom video-conferencing. You are required to have Zoom installed for use on the computer/device that you will use to participate in the oral argument. Your computer/device is required to be equipped with a microphone and a camera for sound and video optimization. If you are unfamiliar with the use of Zoom and need assistance, please review these training videos.

Training videos:

- [Setting up, downloading, and installing Zoom](#)
- [How to join a meeting](#)
- [Meeting controls](#)
- [How to use virtual backgrounds](#)

2. Please be advised that if you are using a wireless connection, it is best to have your computer/device as close as possible to your wireless router for optimal connection. A hardwired internet connection is preferable to use of a wireless connection.
3. Turn off all other applications on your computer. To maintain a strong connection, please close all other applications on your computer, such as browsers, email and calendar applications. This will also prevent any applications from inadvertently making sounds during the argument.
4. Attorneys participating in oral argument via videoconferencing shall, not less than three days prior to the scheduled date of oral argument, notify the Court of all individuals who will attend oral argument via video-conferencing. Attorneys will need to provide an alternate phone number in the case of technical difficulties so that the oral argument may resume by telephone only if necessary. Attorneys (Counsel of Record) will receive an emailed invitation from the Court in order to participate in the oral argument.
5. Attorneys participating in oral argument via video-conferencing shall not participate anonymously but shall use profile names that clearly identify the participants. Attorneys are also required to join the zoom oral argument by use of live video and to physically appear, via video, in lieu of a picture, image, graphic, etc.

See training video:

- [Joining a Meeting and Setting Name](#)
6. Attorneys are required to log into the oral argument sessions fifteen (15) minutes prior to the scheduled start time to check name, audio, and video. Attorneys will be placed into an online waiting room and will be allowed into the session upon opening of Court. If there is more than one case to be argued, the participating attorneys in subsequent cases will remain in the online waiting room until the senior judge of the panel calls the subsequent case at the conclusion of the previous argument.
 7. It is important to remember to inform the Court at least 48 hours in advance in the event that you wish to either split time with your co-counsel or if you are the appellant, your request to reserve time for rebuttal purposes.