

Municipal Court of Bibb County
Rules of Conduct for Online Court

Please read this form carefully, or have this form read to you.

Attending Court, including via online, is a serious and solemn proceeding. Your conduct should be the same as if you were present in the courtroom. These Rules apply to all participants in Online Court.

Before Your Court Session:

- Download the Zoom app. You may do so at Zoom.us. It may be downloaded to your laptop, tablet, or smart phone. Create an account.
- Test the Zoom app to make sure your audio and video work. It is recommended you do this at least two (2) days before your scheduled session.
- Find a location with sufficient internet access or WiFi for your device to work during the court session.
- If you encounter technical problems, contact the Municipal Court (478-751-7327 or 478-751-7321) immediately.
- Join the assigned Zoom meeting five (5) minutes before the start time of Court. This is done by clicking on the link in your invitation. You will be placed in a waiting room. Do not exit the Zoom meeting or walk away from your device. You will be admitted when the Court is ready to hear your case.
- **Any and all documents that are to be submitted for presentation during the Court session must be submitted to and received by Macon-Bibb County Municipal Court at least one week prior to your scheduled session. Documents will be labeled in numerical order in the order in which they are received. This may be done by fax to 478-621-6624 (please include a coversheet with the Defendant's/Accused's name, the date and time of your hearing, and number of pages sent), via email to Court@maconbibb.us (please include the Defendant's/Accused's name, the date and time of your hearing in the subject line ex. John Doe, Hearing Date January 15, 2021 at 1:30 p.m.) or via regular mail to the address listed on the court's website. If you send your documents via regular mail, please contact the court no later than one week prior to your hearing to verify the documents have been received.**

During Your Court Session:

- Dress appropriately as you would to attend Court in person.
No hats or headcovers (unless for religious purposes).
- You must participate with audio and video enabled.
- You should be seated or standing in a stationary, well-lit location. You should not be lying down or driving during Court. You must be seen on the video.
- You should not walk away from your device during the Court session. You should remain where your face can be seen.
- No one should be present or positioned in a way they can disrupt the proceedings.
- You may not text, talk to third parties, surf the internet, email, or do anything which is a distraction.
- Make sure your device is fully charged so there is no interruption in your participation.

- No food or drinks are allowed during the Court session.
- No smoking or vaping.
- No use of profanity.
- You may not record the proceedings unless you have complied with Rule 11 of the Uniform Rules for Municipal Courts. The Court will be recording the proceedings.