

**IMPORTANT:** In order to be considered, this request MUST be filed by with the Court using the electronic filing link identified below **AT LEAST 2 BUSINESS HOURS** before the hearing time specified below.

## REQUEST TO APPEAR VIA VIDEO-CONFERENCE

TO: Clerk of the Spokane Municipal Court at: [municipalcourtvideoappearance@spokanecity.org](mailto:municipalcourtvideoappearance@spokanecity.org)

Please take notice that the party, attorney for the party, and/or witness(es) identified below intends on appearing at the referenced hearing via the Zoom videoconference platform used by the Court as part of the its COVID – 19 response plan.

**If an individual is represented by an attorney, only the attorney of record may file this request.**

### Requestor's Information (required):

Full Name:

Email address:

Telephone number:

### Hearing Information (required):

Date:

Time:

Courtroom:

### Case Information (required):

Prosecutor or Public Defender appearing via videoconference for all assigned cases.

Other participant appearing via videoconference for the individual case(s) identified:

Spokane Municipal Court Case Number(s) (required):

Defendant's Full Name on Identified Case(s) (required):

### Individual(s) Appearing Remotely (required):

Name:			Email:		
Status:	Prosecutor	Defense Counsel	Probation	Defendant	Witness
Name:			Email:		
Status:	Prosecutor	Defense Counsel	Probation	Defendant	Witness

I understand that the Court will provide written notice to the email address(es) provided indicating appearance at the referenced hearing will be via Zoom and provide the necessary link to appear via Zoom. Although the notice will have a link to instructions for an effective Zoom appearance, it is my sole responsibility if appearing by Zoom to have the appropriate hardware, software, technical skill, and a location free of background noise and distractions to fully participate in the hearing.

I understand that if I am the defendant in the above-referenced case and fail to appear at the hearing to be held at the date and time specified in the Notice of Case Setting - Remote Appearance transmitted to me by the Court, the result will be the same as if I had failed to appear in person as identified on the original Notice of Case Setting or Notice of Hearing I received from the Court. Specifically, depending on the type of case and type of hearing, a warrant may issue for my arrest in a criminal matter, my motion may be stricken from the docket if I am the moving party or the moving party's motion may be granted if I am the responding party, or I will be found to have committed any civil infraction(s) on a contested or mitigation infraction docket.

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