



filed and served **no later than December 12, 2022, 3:00 p.m.** All answers to any Applications for Leave to Intervene (3 copies) shall be filed and served no later than **December 16, 2022, 3:00 p.m.** If a party opposes any Application for Leave to Intervene, a memorandum of law (3 copies) shall accompany the answer. Any party who fails to file a response will be considered by the Court to be unopposed to the Application for Leave to Intervene.

2. Respondents shall file and serve either an Answer or Preliminary Objections to the Petition for Review in the Nature of a Complaint for Declaratory Relief filed by Petitioner on December 2, 2022 (Petition for Review) and a brief in support of Preliminary Objections (8 copies) **no later than December 12, 2022, 3:00 p.m.**
3. Petitioner having filed his brief in support of the Application shall file additional copies (8 total) of his brief **no later than December 12, 2022, 3:00 p.m.**
4. Respondents shall file and serve their brief(s) in opposition to the Application (8 copies) **no later than December 16, 2022, 3:00 p.m.**
5. Respondents may file and serve any cross-motions for summary relief and memorandum of law (8 copies) in support thereof **no later than December 16, 2022, 3:00 p.m.**
6. Petitioner's brief in opposition to any Respondents' preliminary objections to the Petition for Review or cross-motion for summary relief (8 copies) shall be filed and served **no later than December 21, 2022, 3:00 p.m.**
7. Argument on the Application, any responses thereto, and any cross-motions for summary relief filed in accordance with the above timetable is fixed for **Thursday December 29, 2022, at 9 a.m.** **The argument, previously scheduled to be heard in Courtroom 1, Ninth Floor, Widener Building, Philadelphia, Pennsylvania, will now be heard by WebEx videoconferencing.**

Counsel of record who wish to participate shall provide the Court with their email addresses and mobile telephone numbers **immediately upon receipt of this Order.** The contact email address for the Court is: [CommCourtRemote@pacourts.us](mailto:CommCourtRemote@pacourts.us). To facilitate participation in the argument, various WebEx applications are available for download at [pacourts.webex.us](http://pacourts.webex.us). The Court will

provide counsel with the information for connecting to the argument. The parties are directed to connect to the conference 15 minutes before the starting time. **Please see the Protocol for WebEx Video Proceedings attached to this order.**

No extensions of these deadlines will be granted.

Petitioner shall immediately serve a copy of this Order upon Respondents and file proof of service with the Court by the end of business **December 7, 2022.**



## **Protocol for WebEx Video Proceedings**

### **1. Protocol BEFORE the argument:**

- A. The Court shall provide counsel with the information for connecting to the video argument. This invitation will be sent by email.
- B. It is the responsibility of counsel to provide the connection information to their clients.
- C. It is the responsibility of all parties to provide the Court with their contact information. An email address will be required to join the video.
- D. All participants must appear by video connection unless otherwise authorized by the Court.
- E. Email invitations will be promptly sent to participants. If a participant has not received the email invitation from the Court, please check your SPAM or Junk folder before contacting the Court.
- F. All parties must connect to the argument or call into the video system at least 10 minutes before the scheduled start time.

### **2. Minimum Technology requirements:**

- A. All attorneys and pro se parties appearing before the Court must have one of the following:
  - 1. A computer with a functioning web camera, microphone and speakers;
  - 2. A video conferencing system that supports Session Initiation Protocol (SIP) calling;
  - 3. A tablet device that supports Cisco WebEx with a functioning forward facing camera, microphone and speakers; or
  - 4. An alternative device used to connect to Cisco WebEx in the past.
- B. If you experience audio issues with your computer/tablet audio, the Court recommends that you have our system call you by using the option listed in 5.C below.

- C. The Court's IT Department will endeavor to contact counsel and witnesses in advance of the hearing to test their connection to the WebEx platform.

**3. Ground Rules and Video Conferencing Etiquette:**

- A. When not speaking, please mute your microphone. This helps prevent background noise.
- B. Earbuds or headphones are preferable to avoid feedback.
- C. Be aware of your behavior. Because you are on a video conference, people can see what you are doing at all times and *WebEx video conferences are recorded*. Further, others may view the proceedings via public livestream web link that will be provided to the parties and posted to the Court's website in advance of the proceeding.
- D. If connecting from a laptop, plug in the laptop wall power.
- E. Follow all instructions in the video conference invitation and note important supplemental information, such as a backup phone number in case you are disconnected.
- F. Please be respectful; speak slowly and only one at a time.
- G. Try not to speak over other parties. There is a slight delay when using video technology.
- H. The Court appointed crier will be on the call to open and close court and to swear-in witnesses if needed.

**Technical Support**

**If you have any questions or need technical assistance, contact 717-255-1626.**

**4. Invitation from the Court:**

- A. Prior to your scheduled argument, you will receive an email from the Court with connection instructions. Please make sure to monitor your SPAM or Junk folder so that you receive the message. It should come from @pacourts.us. Here is the information from a sample invitation.

**Commonwealth Court Legal Systems invites you to join this Webex meeting.**

Meeting number (access code): 613 778 564 ③  
Meeting password: Cy54FR39aBE

Wednesday, March 25, 2020  
8:00 am | (UTC-04:00) Eastern Time (US & Canada) | 10 mins

[Join meeting](#) ①

**Join by phone**  
Tap to call in from a mobile device (attendees only)  
[1-855-244-8681](#) Call-in toll-free number (US/Canada) ②  
[1-650-479-3207](#) Call-in toll number (US/Canada)  
[Toll-free calling restrictions](#)

**Join from a video system or application**  
Dial [613778564@pacourts.webex.com](tel:613778564@pacourts.webex.com) ④  
You can also dial 173.243.2.68 and enter your meeting number.

**Join using Microsoft Lync or Microsoft Skype for Business**  
Dial [613778564.pacourts@lync.webex.com](tel:613778564.pacourts@lync.webex.com) ⑤

- B. In the invitation, there are multiple connection options:
1. WebEx: Click on the Green *Join Meeting* button. ①
  2. Phone: Dial either of the numbers listed under *Join by phone*. ②  
When prompted, enter the Meeting number (access code) listed near the top of the invitation. ③
  3. Use the SIP dial in connection number provided for non-WebEx devices such as video conferencing systems. ④
  4. Microsoft Lync/Skype for Business connection information is also provided. ⑤

## 5. Controls while connected to WebEx:

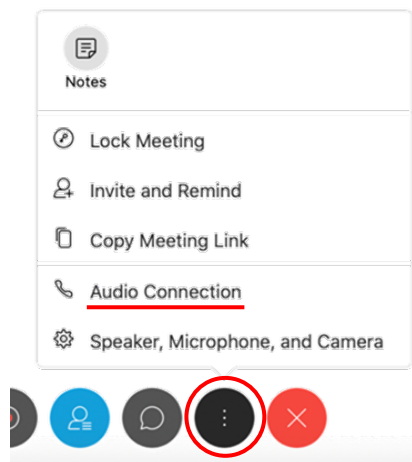
- A. Once connected to a meeting, if you move your mouse, the below control panel should appear. These are the normal controls, but some of them may be disabled which means they will not appear. The icons will be the same.



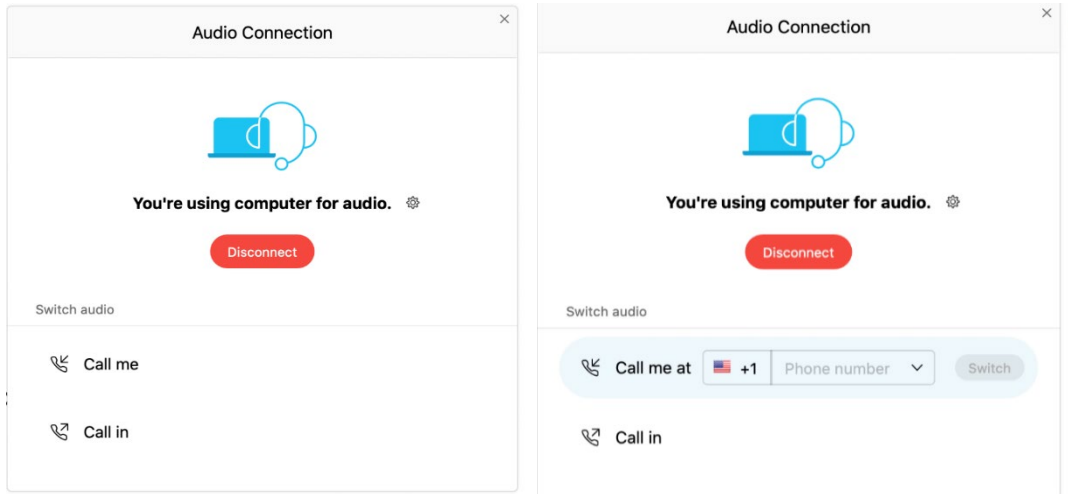
- B. From left to right, the controls are:

1. Mute/unmute microphone
2. Turn on/off camera
3. Share your desktop
4. Recording control (Only available to the Court)
5. Open/Close the participant list
6. Chat windows
7. Options – has more controls available
8. End Meeting

- C. Under the More Options button (7 above, the 3 dots icon). If you are having audio difficulties with your computer audio, you can have the system call you. Click on the 3 dots icon and then choose Audio Connection.



- D. Click on the option “Call Me”. Enter the phone number that the system should call and press the switch button. When the call comes in, you will be prompted to press “1” to connect.



- E. At the end of your call, press the red X to be disconnected.