IN THE COMMONWEALTH COURT OF PENNSYLANIA

J.W., individually and on behalf of   :
Minor children C.W., D.W. and M.W.;   :
S.H., individually and on behalf of   :
minor children C.H. and D.H.,   :
individually and on behalf of minor   :
child M.J.L.; N.J., individually and on   :
behalf of minor children J.J. and J.K.;   :
R.M., individually and on behalf of   :
minor child M.M.; C.A., individually   :
and on behalf of minor child F.J.A.,   :
                       Petitioners   :
  :
             v.   :
  :
Acting Secretary of the Pennsylvania   :
Department of Health, Allison Beam,   :
                 Respondent   :   No. 297 M.D. 2021

PER CURIAM   **O R D E R**

NOW, September 24, 2021, upon consideration of Petitioners' "Application for Emergency Relief Seeking a Preliminary Injunction" and Respondent's Answer thereto, the Court hereby **ORDERS** as follows:

1.   A Pre-Hearing Conference shall be conducted on September 28, 2021, at 10:00 a.m., by WebEx video conferencing.

2.   Counsel of record shall participate in the pre-hearing conference via WebEx. The parties shall provide the Court with their name, email address and telephone number within 24 hours of receiving this order. The contact email address

for the Court is: CommCourtRemote@pacourts.us. The Court will provide counsel with the information for connecting to the conference. To facilitate participation in the conference, various WebEx applications are available for download at pacourts.webex.com. Please see the Protocol for WebEx Video Proceedings, attached to this order. The parties are directed to connect to the hearing 15 minutes before the starting time. In the event of technical difficulties, please contact the Court's IT staff at 717-255-1626. All other inquiries should be directed to the Prothonotary's Office.

Petitioners shall promptly serve a copy of this Order on Respondent and thereafter promptly file a proof of service of same.

Protocol for WebEx Video Hearings

1. **Protocol BEFORE the hearing:**

   A. Twenty-four (24) hours before the scheduled hearing, the Court shall provide counsel and the court reporter with the information for connecting to the video hearing, including the date and time of the hearing. This invitation will be sent by email.

   B. It is the responsibility of counsel to provide the connection information to their clients and witnesses.

   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. A witness list must be provided to the Court by the date set forth in the court's scheduling order, and otherwise no later than forty-eight (48) hours before the hearing, with a valid email address for each witness. The Court will provide the attorneys with a contact email to which the witness list should be sent. The witness list shall include the case caption and docket number and the full name of each prospective witness.

   E. All participants must appear by video connection unless otherwise authorized by the Court.

   F. Email invitations will be sent to participants 24 hours before the hearing. If a participant has not received the email invitation from the Court, please check your SPAM or Junk folder before contacting the Court.

   G. All parties and witnesses must connect to the hearing or call into the video system at least 15 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.
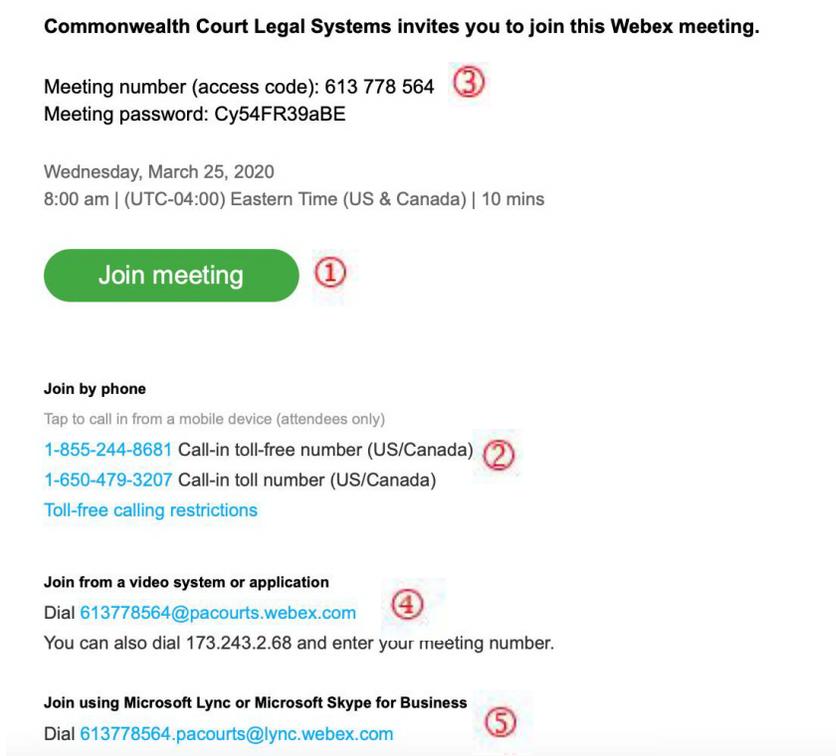
3. Ground Rules and Video Conferencing Etiquette:

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 hearing, 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   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   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.
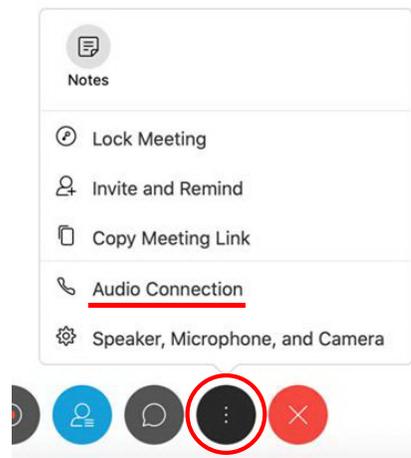
D.   Click on the option "Call Me". Enter the phone number that the system should call and press the switch button. When the call comes in, you will be prompted to press "1" to connect.
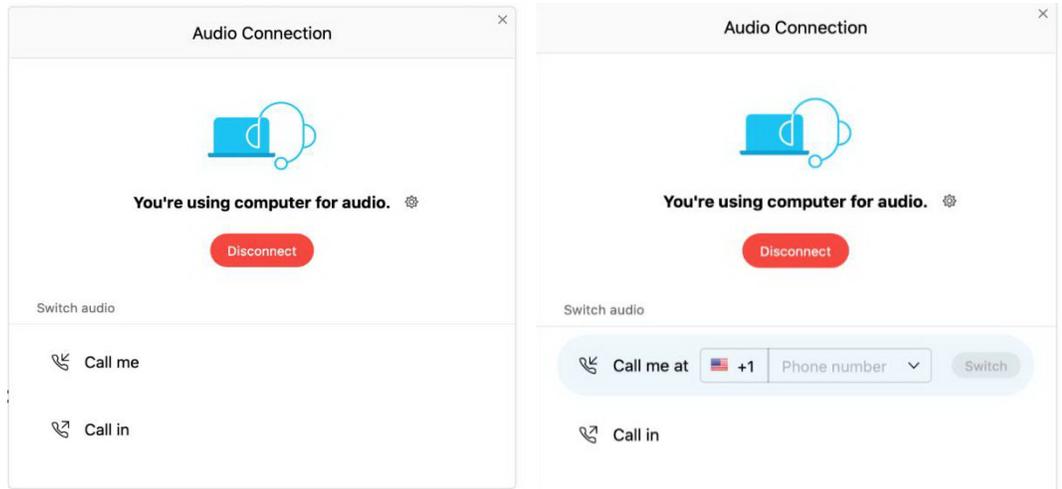
E.   At the end of your call, press the red X to be disconnected.

6.   Procedures regarding Exhibits:

A.   Exhibits should be pre-marked numerically: i.e., P-1, P-2, etc.; and R-1, R-2, etc.

B.   Be aware of personal identifying or confidential information contained in exhibits used during a video hearing, and redact where appropriate consistent with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*.

C.   No later than the date on any order of the court, or in the absence of a specific date, twenty-four (24) hours prior to the hearing, counsel shall upload all exhibits intended for use during the hearing to the link provided to counsel and should email the Court at CommCourtRemote@pacourts.us to confirm all exhibits have been successfully uploaded. Parties are directed to provide their witnesses with copies of the exhibits in advance of the hearing to which the witnesses can refer during their testimony.