

**IN THE CIRCUIT COURT OF CLAY COUNTY, MISSOURI
SEVENTH JUDICIAL CIRCUIT
AT LIBERTY**

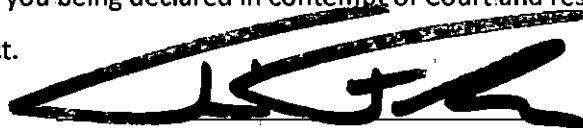
**DIVISION TWO
JUDGE TIMOTHY J. FLOOK**

**(revised)
October 31, 2022**

RE: REQUIREMENTS TO APPEAR BY WEBEX

ORDER

- 1) Dress appropriate for court (Shirts, pants or professional attire for Attorney).
- 2) Join the virtual hearing on time from an appropriate, quiet secure location.
- 3) Avoid inappropriate or distracting activities, noises or environments.
- 4) Use formal titles, Sit up straight and speak clearly for the record.
- 5) Be courteous and respectful. No profanity. Do not interrupt others who are speaking.
- 6) Do not use tobacco or vaping products. Do not eat or chew gum or tobacco.
- 7) Eliminate distractions and interruptions. Put cell phones and other technology in silent mode. Parties will be held responsible for all interruptions.
- 8) Your Virtual Title or Name shall be your proper name. It shall not be anything profane or inappropriate.
- 9) YOU ARE REQUIRED to keep your individual audio muted and video off until directed by court staff that is in your turn to speak. PLEASE DO NOT SPEAK IF SOMEONE ELSE IS SPEAKING. If you attempt to disrupt the proceeding in any way, your access will be terminated immediately. Reentry will not be permitted.
- 10) REMEMBER: ONLY ONE PERSON SPEAKS AT A TIME AND SPEAK SLOWLY.
- 11) YOU ARE PROHIBITED from using any device capable of media coverage to record audio or video; take photographs or screen shots; stream; or otherwise produce or disseminate any portion of this proceeding absent specific advance authorization media access in accordance with Missouri Operating Rule 16.
- 12) Violation of this order may result in you being declared in contempt of Court and result in Punitive Sanctions for Misconduct.



Judge Timothy J. Flook