



The
DISCIPLINARY BOARD
of the Supreme Court of Pennsylvania

GUIDANCE FOR PROCEEDINGS
PRIVATE OR PUBLIC REPRIMAND

The following protocols and guidelines are provided to assist participants in preparing for and participating in private and public reprimands. **Private and Public Reprimands will take place via Cisco Webex at a time scheduled by Disciplinary Board staff. Participants must appear by video connection.** Participants should be familiar with this document in advance of the reprimand.

PARTICIPANTS

Participants in the reprimand include: Panel of Disciplinary Board Members, respondent, counsel for respondent, and Disciplinary Board staff.

OFFICIAL RECORD OF THE REPRIMAND

The official record of the reprimand shall be the written reprimand as generated by the Disciplinary Board. If the reprimand is public, it will be streamed on YouTube Live for the public to view.

PROTOCOLS PRIOR TO REPRIMAND

The protocols outlined below will be employed in advance of the reprimand:

- Within three days of receiving the notice scheduling the matter for reprimand, participants must send a response email to Marcee.Sloan@pacourts.us with the following information:
 - Disciplinary Board Docket Number
 - Full Name of Participant
 - Email Address for Participant
 - Cell Phone Number for Participant
- All participants shall participate in a mandatory test session that will be scheduled with Disciplinary Board staff within one week prior to the scheduled reprimand. The respondent must successfully complete the test session and demonstrate technological ability to participate in the Cisco Webex reprimand.
- At least one business day prior to the scheduled reprimand, the Disciplinary Board shall provide all participants with the information required to connect to the remote video conference. This invitation is sent by email from a "@pacourts.us" email address. Participants should monitor SPAM and/or junk folders for the invitation if they have not received it. Participants who have not received the invitation should contact Marcee Sloan, Board Prothonotary, via telephone at (717) 231-3393.

- Participants should join the Webex conference approximately 15 minutes before the scheduled start time. When joining the Webex conference, each participant will be prompted to enter their full name and email address. It is important that each participant use their full name, as this will be displayed to all participants. Once logged in to the Webex conference, each participant will be placed in the virtual lobby and will be unable to communicate with others in this location. Upon the opening of the meeting by Disciplinary Board staff, the participants will be brought into the meeting room. Once all participants are present and have confirmed both audio and video functionality, the Panel will commence the reprimand.

PROTOCOLS DURING THE REPRIMAND

The Panel shall conduct the reprimand as if all parties were physically present in the same physical space, subject to any rules specifically adopted for remote reprimands by the Disciplinary Board.

DECORUM

The scheduled reprimand is a formal proceeding and is therefore an extension of the courtroom. The Panel has the power and duty to conduct the reprimand as if all participants were present in the same physical courtroom. General guidance for participant conduct is “if you would not do it in a courtroom, do not do it in the remote proceeding.”

Appropriate attire and camera background are expected. Remote participants shall use a private and quiet space and provide for no interruptions, just as if the participants were in the physical courtroom. Appearing for the remote reprimand while outdoors, in-vehicle, occupying a public space, or performing personal functions is not permitted.

INTRODUCTION

Disciplinary Board staff will introduce the respondent and the Panel will commence the reprimand.

TECHNICAL DIFFICULTIES DURING THE REPRIMAND

Any participant who encounters technical difficulty during the reprimand shall first try to reconnect to the Webex conference. In the event that a participant is unable to reconnect, the participant shall immediately notify the Board Prothonotary of the difficulty via telephone at (717) 231-3393. In the event of technical difficulty during the reprimand which cannot be overcome, the Panel shall have the discretion to continue the reprimand until such time as the parties can reconvene.

TIPS FOR PARTICIPATION USING REMOTE TECHNOLOGY

All participants are encouraged to follow these tips for successful participation:

- Enter your name completely (e.g. John M. Doe) when signing in.
- You should “mute” yourself when not speaking in order to avoid background noise. The host of the Webex conference may mute any participant if background noise is disruptive.
- Use earbuds, headphones, or a headset with microphone to avoid feedback and ensure good audio quality.
- Be mindful of your behavior. On a video conference, you are visible at all times. If you wouldn’t do it in the courtroom, don’t do it on the video conference.
- Be respectful of others when talking. Participants should speak one at a time and pause briefly prior to speaking in the event of any audio or video lag.

- Position the camera at or slightly above eye level. Do not hand-hold mobile devices and do not lay phones or tablets flat on a desk or tabletop.
- Check your lighting. Ideally, sit facing a window or position a lamp where light is directly on your face. Do not position yourself in front of a window, as the light may blind the camera and darken the image.
- Dress in a soft solid color. If wearing a tie, choose a solid color.

PROTOCOLS FOR TECHNOLOGY

TECHNOLOGY REQUIREMENTS

Upon guidance from the Administrative Office of Pennsylvania Courts (AOPC), the Disciplinary Board utilizes Cisco Webex technology to conduct secure video conferences. Participants shall ensure that all necessary equipment and software are in good working order prior to the scheduled reprimand. Each participant is responsible for his or her own equipment (i.e. laptop, desktop, smartphone, webcam, etc.).

In order to participate in the remote reprimand, each participant must have the following technology available for use:

- Access to one of the following types of equipment:
 - (1) computer with a webcam, microphone, and speakers (a headset with microphone is recommended);
 - (2) video-conferencing system that supports Session Initiation Protocol (SIP) calling;
 - (3) a tablet running Apple iOS or Google Android that has a forward-facing camera, microphone, and speakers; or,
 - (4) a smartphone running Apple iOS or Google Android that has a forward-facing camera, microphone, and speakers.

** If connecting from a laptop, tablet, or smartphone, the device should be plugged into wall power.*

- An internet connection download speed of at least 1.0 Mbps and upload speed of at least 1.5 Mbps (to test your internet connection, please visit <https://www.speedtest.net/>).
- An email address to be used to receive the invitation to the reprimand. The invitation will come from a "@paccourts.us" email address.

GETTING STARTED WITH CISCO WEBEX

Participants should have the Webex Meetings application downloaded to their computer or device. The application can be downloaded at <https://www.webex.com/downloads.html>. Click the blue Download button to begin downloading the application.

If possible, you may wish to download the Cisco Webex application to a secondary device that has access to a data plan (i.e. smartphone). This will provide a backup in the event you encounter internet connectivity problems with your primary device.

Participants are encouraged to further familiarize themselves with the Cisco Webex technology. Specifically, the following are recommended:

- [Getting Started with Cisco Webex Meetings for Attendees](#)
- [Join a Webex Meeting](#)
- [Choose Your Audio and Video Settings Before You Join a Webex Meeting or Event](#)
- [Cisco Webex Meetings Video Tutorials](#)

USING WEBEX AND PREPARING FOR THE REPRIMAND

Close all other applications on your computer (e.g. Microsoft Edge, Internet Explorer, Chrome, etc.), your email (e.g. Microsoft Outlook, Gmail, etc.), and calendar. This will also prevent any application from inadvertently making sounds during the reprimand (such as calendar or email alert chimes). If you have remote or virtual private network (VPN) access to any other system, ensure you are disconnected from such remote access so as to prevent technical difficulties.

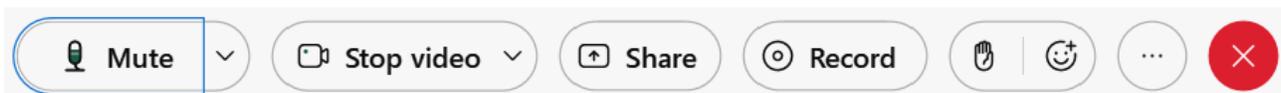
Sit facing a light source (i.e. face a window or a desk lamp) so that your face is well-illuminated and clearly visible. Sitting with your back to a window or bright light source reduces video quality and reduces your image to a silhouette.

Locate your device's camera and make sure the lens is not blocked. Position the camera as close to eye level as possible rather than tilting your screen. Consider propping up your device on books to elevate it. Make sure your head and shoulders are visible on the screen.

Configure and test your audio and video prior to joining the Webex conference. Click the "Connect Audio and Video" icon, select your audio playback device and microphone, and then click "Connect Audio and Video." *If you are using a headset, plug it in to your device prior to logging into the Webex conference. If you do not plug in the headset prior to joining the reprimand, you will have to log out and log back in in order to allow other participants to hear you.*

WEBEX CONTROLS DURING THE REPRIMAND

Participants have access to various functions within the Webex software.



From left to right, the controls above are:

1. Mute/Unmute microphone (the down arrow will also allow you to choose the microphone to use)
2. Turn On/Off camera (the down arrow will also allow you to choose the camera to use)
3. Share your desktop or files
4. Recording control (only available to the Disciplinary Board host)
5. Raise Hand / Reactions – raise your hand to ask to be called upon; emojis used to react to comments in Chat (emojis are not appropriate for use in Disciplinary Board proceedings)
6. More Options – has more controls available within
 - a. If you are having audio difficulties with your computer, you can have the system call you directly.
 - i. Click the  icon and then choose "Switch Audio."

- ii. Click the “Call Me” option. 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 the number “1” to connect.
7. Leave / End the meeting. At the end of the proceeding, press the  icon to be disconnected.

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