

HEARING OFFICER CONFERENCE COVID-19 PROTOCOLS AND PROCEDURES

Until further notice, all Hearing Officer Conferences shall continue to be held via **Zoom**. There is no fee to participate. You can participate by computer, laptop, iPad, or mobile phone. You will be asked to participate by audio and/video, if accessible. Please check your devices to ensure that audio and video access is “on” and that speakers are “unmuted”.

All Hearing Officer Conferences shall remain set at their scheduled date and time. You will need to “Join a Meeting” by entering your assigned Hearing Officer’s Personal Meeting ID and Password as follows:

- HOC - DEAN MANNING MTG ID: 948-686-6649 Password: HOC
- HOJ - SAMANTHA MALLETT MTG ID - 343-944-4938 Password: HOJ
- HOA - TOM SHEA MTG ID: 553-652-0640 Password: HOA

If you are participating by mobile telephone, please call **Zoom** at: 1-346-248-7799 and enter the Personal Meeting ID and Password.

You will then enter a virtual Waiting Room. Please be patient as the Hearing Officer will allow you access to join the meeting (Hearing Officer Conference) as soon as all parties are present.

All Family Court Affidavits shall be hand-delivered to the assigned Hearing Officer in accordance with our Local Court Rules. Copies can be dropped off at the Clerk of Court, near the receptionist. The drop off location is marked with a red sign.

All other Orders, including Local Court Rules, regarding the Hearing Officers shall remain in effect.

Only a party and his/her attorney to the proceeding shall participate in the Zoom Hearing Officer Conference. Necessary steps should be taken to ensure the privacy and integrity of the Hearing Officer Conference. No recording or videoing of a Hearing Officer Conference is allowed.

CHILDREN SHALL NOT BE PRESENT NOR ALLOWED TO HEAR WHAT IS DISCUSSED AT THE HEARING OFFICER CONFERENCE.

Failure to comply with any of these rules at the Hearing Officer Conference may result in you being held in contempt of court or any other sanction deemed appropriate by the Court.

All State of Louisiana, DCFS, Child Support Enforcement support proceedings are held IN PERSON across the street at the 14th Judicial District Court main courthouse on Lakeshore Drive.

For further questions, please call: 337-437-3363 and request to speak with Kenya