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**TO: Assignment Judges  
Trial Court Administrators**

**FROM: Glenn A. Grant, Administrative Director** 

**SUBJECT: Municipal Court Virtual Proceedings Video**

**DATE: April 6, 2022**

This memorandum promulgates a short video entitled “Attending Municipal Court Remotely: What to Do and What to Expect.” This two-plus minute video is designed to provide helpful tips to court users on how to participate in a virtual municipal court proceeding. It focuses on basic courtroom decorum and how to effectively engage in a virtual hearing. The video is [posted on YouTube](#) and is also available to court users via the Judiciary’s [municipal court Internet page](#).

Municipal courts are strongly encouraged to include a link to this video in notifications sent to parties scheduled for virtual proceedings. Courts are similarly encouraged to include a link to the video on their municipality’s municipal court website. This video is part of the Judiciary’s ongoing effort to make all court proceedings as convenient and accessible as possible for the people we serve.

For questions, please reach out to Assistant Director for Municipal Court Services Steven A. Somogyi at [Steven.Somogyi@njcourts.gov](mailto:Steven.Somogyi@njcourts.gov) or by phone at 609-815-2900, ext. 54850.

cc. Chief Justice Stuart Rabner  
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