



VLP

VIRTUAL COURT ACCESS TRAINING

VLP LANDLORD ADVOCACY PROJECT

DISCLAIMER

The laws, regulations, and requirements discussed in this resource can change without notice. Please make sure to check with the courts for the most up to date information.

Further, not all hearings are virtual anymore. Please make sure to check with the courts regarding your individual situation.

OVERVIEW

- ❑ Virtual Clerk's Counter
- ❑ Virtual Housing Specialist Department
- ❑ Virtual Court Service Center
- ❑ Virtual Mediation
- ❑ Virtual Motion Session
- ❑ Virtual Trial Practice

VIRTUAL CLERK'S COUNTER



- Replicates walking into the physical Clerk's Office
- Available daily from 1 pm to 4:15 pm
 - Most are available all day
- When to use the Virtual Clerk's Office:
 - Ask questions about case status
 - Request copies of documents not available through [MassCourts.org](https://www.masscourts.org)
 - Address scheduling issues
 - Discuss the need for an interpreter or a reasonable accommodation

VIRTUAL CLERK'S COUNTER

ZOOM ACCESS INFORMATION



CENTRAL DIVISION

Meeting ID: 161 670 2984

No Password Required

METRO SOUTH DIVISION

Meeting ID: 161 983 8500

Password: Metro 123

SOUTHEAST DIVISION

Meeting ID: 161 549 3568

Password: 124593

EASTERN DIVISION

Meeting ID: 161 734 8495

Password: 6174

NORTHEAST DIVISION

Meeting ID: 161 614 2073

Password: 083840

WESTERN DIVISION

Meeting ID: 161 639 4166

Password: 1234

Access is also available by direct link [HERE](#)

VIRTUAL HOUSING SPECIALISTS DEPARTMENT



- Replicates speaking to a Housing Specialist in the physical Clerk's Office
- Available daily from 1 pm to 4:15 pm
 - Most are available all day
- When to use the Virtual Housing Specialists Department:
 - To discuss cases appropriate for a Temporary Restraining Order
 - To discuss any special concerns in advance of a scheduled mediation session

VIRTUAL HOUSING SPECIALISTS

ZOOM ACCESS INFORMATION



CENTRAL DIVISION

Meeting ID: 160 875 3379

Password: 150290

METRO SOUTH DIVISION

Meeting ID: 160 946 4691

Password: Metro 123

SOUTHEAST DIVISION

Meeting ID: 160 425 2462

Password: 018447

EASTERN DIVISION

Meeting ID: 16518 4063

Password: 6174

NORTHEAST DIVISION

Meeting ID: 161 769 2987

Password: 055006

WESTERN DIVISION

Meeting ID: 161 639 4166

Password: 1234

Access is also available by direct link [HERE](#)

VIRTUAL COURT SERVICE CENTER



- Replicates walking into a Court Service Center
- Available daily from 9 am to 12 pm
- Available statewide
 - Phone: (646) 828-7666
 - Zoom: Meeting ID 1615261140
- When to use the Virtual Court Service Center:
 - Seek assistance filling out paperwork and accessing Zoom for a hearing

VIRTUAL MEDIATION

- All parties are placed in a waiting room until a Housing Specialist is available
 - You will not be able to speak with the opposing party in the waiting room
- You will then be placed in a meeting room with the next available Housing Specialist
 - Usually begins with the Plaintiff stating their position
 - The Defendant then states their position

VIRTUAL MEDIATION (cont.)

- Either party can request to be placed in a breakout room to speak with their counsel privately
- Housing Specialist should be providing referrals to resources where appropriate (e.g. RAFT)
- If an interpreter is needed, DO NOT agree to have the Housing Specialist as the interpreter
- If you have documents that support your position, have them ready for screen share

VIRTUAL MOTION SESSION



- All parties are initially placed in a meeting room together for the “Call of the List”
- Parties are then moved to a waiting room until their case is called for hearing
 - You will not be able to speak to the opposing party in the waiting room
- Once your case is called, you are placed in a meeting room with the Judge, the Clerk, and the opposing party

VIRTUAL MOTION SESSION

(cont.)



- Any documents you intend to offer into evidence should be emailed to the Court and opposing counsel/party prior to the hearing
 - Courts vary on how far in advance you must send these documents
- When offering evidence, you must ask the Clerk to screen share the item you are seeking to admit

VIRTUAL TRIAL

- All parties are checked in by a Clerk and will then wait in the meeting room for the Judge
- Once the Judge appears, any Motions will be heard first
- Any documents you intend to offer into evidence should be emailed to the Court prior to hearing
 - Courts vary on how far in advance you must send these documents

■ VIRTUAL TRIAL (cont.)

- When offering evidence, you must ask the Clerk to screen share the item you are seeking to admit
- Advise the Court at the outset of the trial if any witnesses have scheduling issues – the Court may be able to accommodate their needs

**FOR MORE VIRTUAL COURT
TIPS, ACCESS THE
FOLLOWING RESOURCE:**

**[Boston Bar Association's
Guide to Virtual Hearings for
Self Represented Litigants in
the Housing Court](#)**