

Civilian Board of Contract Appeals Virtual Proceeding Protocol Executive Summary

Due to circumstances related to the COVID-19 pandemic, the Civilian Board of Contract Appeals (CBCA) is conducting most proceedings (including hearings, arbitrations, and mediations) virtually in order to resolve cases within a reasonable time period. A majority of these proceedings will be conducted using Zoomgov, the CBCA's preferred platform. Virtual communication platforms offer a variety of technologies for participation, including audio only and audio/video connection and it will be up to the presiding judge or panel members to determine the appropriate platform and method of participation for each proceeding.

Although video appearances at virtual proceedings will not be required of all participants, it is preferable that participants appear at a Zoomgov proceeding, or other video platform proceeding, via video. Participants and witnesses who appear via video should be seated while on camera with a neutral background behind them and the table in front of them should be visible to the other participants. Regardless of the method of testimony, at no point during witness testimony shall counsel, a representative, or the parties communicate with the testifying witness without the permission of the presiding judge. Witnesses will be required to certify that no one is in the room with them while they testify.

It is the responsibility of the parties and their representatives to familiarize themselves and their witnesses with the technology that will be used during the proceeding. All participants to a virtual proceeding should be able to communicate clearly during the proceedings and the participants should readily be able to access and view any exhibits, documents, or evidence used in the proceeding.

Participants should read the detailed CBCA Virtual Proceeding Protocol located at <https://www.cbca.gov/howto/CBCAVirtualProceedingProtocolJune12020.pdf> for further information on virtual proceedings, and if necessary, should contact their presiding judge's chambers for more information on how to join virtual hearings.