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**Subject:** 2018-000692 Zurich American Insurance Company v. Palmetto Contract Services, Inc.  
**Date:** Thursday, October 1, 2020 10:03:00 AM  
**Attachments:** [Webex Guidelines for Court of Appeals Oral Arguments Rev. 9-1-20.pdf](#)

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Dear Counsel:

At this time, the Court of Appeals is pursuing remote oral arguments via Cisco WebEx. **This appeal is scheduled for oral argument on November 3, 2020, at 11:20 am in Virtual Courtroom 2.**

The time limits for argument are as follows:

Appellant: 10 minutes  
Respondent: 10 minutes  
Appellant in reply: 5 minutes

In addition, the attorneys making the oral arguments must attend a WebEx test to check their connectivity. We require you to test from the location you will be making your oral argument. We anticipate the testing will take around 30 minutes.

Please note:

- If you have already participated in a Court of Appeals WebEx oral argument and will be joining from the same location using the same equipment, you need not attend the test.
- Attorneys planning to only observe oral argument need not attend the test.
- You do not need to test at the same time as opposing counsel.

**We are offering two test dates: October 19, 2020 at 11:00 am and October 26, 2020 at 11:00 am. Please reply to this email with your preference for testing.**

The Court of Appeals Virtual Courtroom 2 can be accessed here:

<https://scjudicial.webex.com/scjudicial/onstage/g.php?MTID=ece0ef577484970287d30dceec9bb1491>

Once you join the event, you will be an "attendee." Attendees may observe the proceedings, but cannot appear on video, speak, or see a list of other attendees. The clerk will move counsel from attendee status to "panelist" before the argument is scheduled to begin.

When you are moved into the virtual courtroom, please remember to unmute your microphone and turn on your camera. We ask counsel to remain muted until your turn to speak. Everyone participating in the oral argument, including the judges on the panel, will be joining the event as an attendee, so be aware once you come into the courtroom that you can be seen and heard by everyone who has signed in.

You may share this link with anyone wishing to view the oral argument. We will use the same link for testing.

Our WebEx guidelines are attached for your review.

**Catherine Harrison**

Deputy Clerk of Court

South Carolina Court of Appeals

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