

Video Conferencing

Remote Court Appearances via Zoom

Overview

Many court proceedings can now be attended remotely using Zoom, a secure video conferencing platform. This guide provides instructions to help you prepare for and participate in a remote court appearance.

Receiving Your Zoom Link

- **Court Notice:** The Zoom link for your scheduled court appearance will be included in your official Court Notice.
- **Judicial Assistant:** Alternatively, the Judge's Judicial Assistant may provide the Zoom link directly. Contact the court if you have not received the link at least 24 hours before your scheduled appearance.

Preparing for Your Remote Appearance

1. Technology Requirements:

- A stable internet connection.
- A device with a camera, microphone, and speakers (computer, tablet, or smartphone).
- The Zoom application is installed on your device. Download it for free at zoom.us/download.

2. Test Your Setup:

- Test your audio and video in advance using Zoom's test meeting feature: zoom.us/test.
- Ensure your device is fully charged or plugged in.

3. Environment:

- Choose a quiet, well-lit location with a neutral background.
- Avoid public spaces to maintain privacy and minimize distractions.
- Dress in appropriate courtroom attire (business casual or formal).

Joining the Zoom Hearing

1. Access the Meeting:

- Click the Zoom link provided in your Court Notice or by the Judicial Assistant.
- If prompted, enter the Meeting ID and Passcode included in the link or notice.

2. Before Joining:

- Enter your full legal name as it appears on your case documents to ensure proper identification.
- Mute your microphone and turn off your camera until instructed by the court.

3. During the Hearing:

- Follow the Judges instructions regarding when to unmute or turn on your camera.
- Speak clearly and avoid interrupting others.
- Do not record or take screenshots of the proceeding, as this may violate court rules.

Technical Support

- If you encounter issues with Zoom, visit support.zoom.us for troubleshooting.

Courtroom Etiquette

- Treat the remote appearance with the same respect as an in-person court session.
- Address the Judge as Your Honor and follow all court instructions.
- Avoid eating, drinking, or engaging in other activities during the hearing.

Additional Resources

- For Zoom tutorials, visit zoom.us/resources.