

# 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](https://zoom.us/download).

#### 2. Test Your Setup:

- Test your audio and video in advance using Zoom's test meeting feature: [zoom.us/test](https://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](https://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](https://zoom.us/resources).