

# Guidelines for court hearings on Zoom

## ADVANCE PREPARATION

- You need a computer, smart phone, or tablet with a microphone and camera, with internet access.
- You may also phone into the Zoom hearing by telephone only, but will not be able to see the other participants.
- Participants who have access to laptops, smart phones or tablets but have difficulty with audio may separately call into the Zoom telephone conference line.
- Zoom works best if you download the Zoom app. You may also use Zoom through the Zoom website.
- Everyone attending should include their first and last name on their Zoom profile.
- You should provide adequate lighting and sound for the judge to clearly see and hear you.
- You should test Zoom before the hearing.
- You should dress as though you are appearing in Court.
- Enable your email to permit receipt of the Zoom invitation and to ensure it is not blocked by spam controls.

## SCHEDULING

- The Court will determine if your matter is eligible for Zoom. If you have not received a Zoom invitation, it may indicate that your hearing is not eligible for a remote court proceeding. Contact the department to confirm.
- The Court will serve as the meeting “host.”
- Unless deemed confidential, this is a public proceeding. Instructions for accessing proceedings via Zoom are located on the Court’s website.
- The Court will schedule the hearing and send an email invitation that includes the meeting link, meeting ID, password and telephone number to the attorney of record and any person in pro per. It is very important to ensure your accurate email address and contact information is on file with the court. The Zoom invitation reflects a time when the courtroom opens, not your calendared appearance time. You may join early, but your case will be called at the noticed time.

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## THE HEARING

- You will be placed in a waiting room when you join the hearing. The court will admit you from the waiting room.
- You must have video and sound turned on in your Zoom settings.
- You will be placed on mute when you enter the hearing. To avoid excessive feedback, participants should remain on mute until called upon by the judge. The space bar may be used as an immediate “brake” to quickly and temporarily unmute a participant.
- Observers shall be placed on mute.
- You should ensure there are no distractions during the hearing including noise and unnecessary movement. Participants should refrain from eating and drinking and conduct themselves as if they are in court.
- The judge will call the case and call on each party individually to enter their appearance.
- Prior to speaking, participants are required to announce their name.
- Participants are prohibited from recording, photographing or taking screen shots of the proceeding.
- The court reporter transcript is the official record.

**Each participant will speak only when called on by the judge.**

## ATTENDEE RESPONSIBILITIES

- When represented by an attorney, your attorney will provide the meeting link, meeting ID, and meeting password.
- If you represent yourself, the Court will provide you with the meeting link, meeting ID, and meeting password.
- To better manage remote appearances, attorney and parties must have permission from the court before forwarding remote court invitations to third persons.