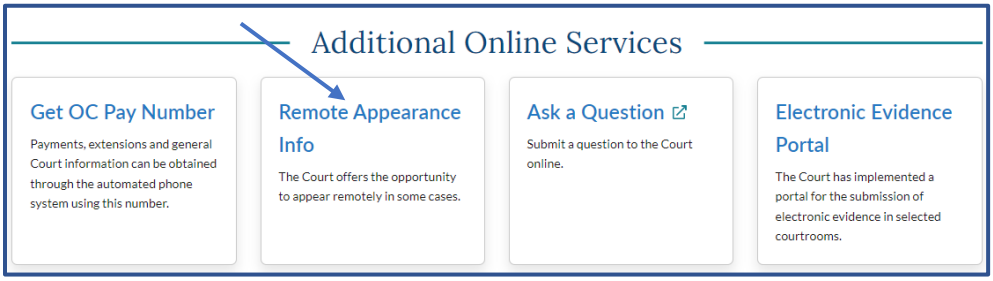
Remote Hearing Instructions - Zoom

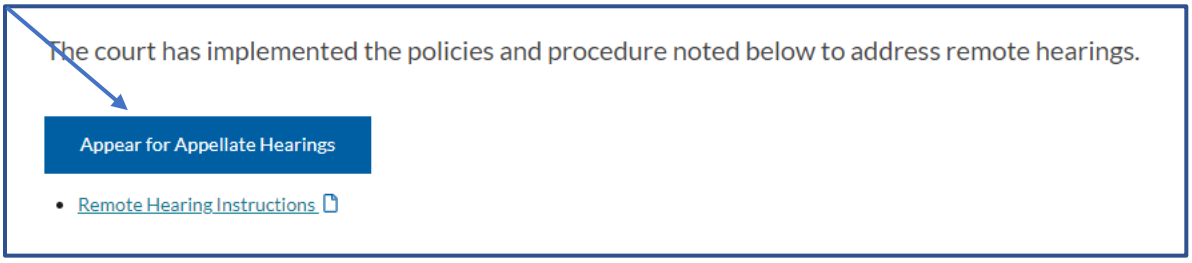
Appellate Division – Remote Hearing

1. On the date and time of hearing, go to the Court's website: www.occourts.org
2. Click on the Remote Appearance Info tile on the home page.

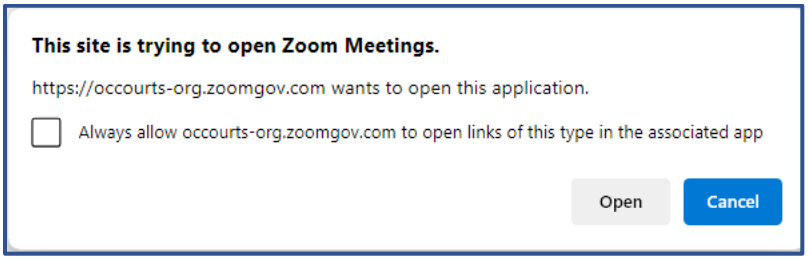


3. Scroll down and click on Appeals & Records.

4. Then click on: "Appear for Appellate Hearings".



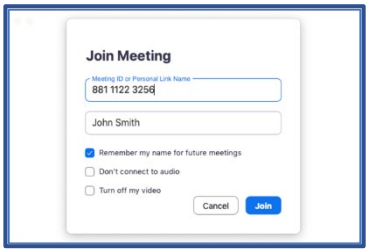
5. This will launch the Zoom application. Click on Open to open the hearing.



6. To avoid this step on future hearings, click on "Always allow occourts-org.zoomgov.com wants to open this application".

7. If the hearing has not yet started, a message will read: Waiting for the host to start the meeting.

Alternative methods for Joining the Remote Hearing on Zoom



1. Joining through meeting ID:
    a. Download and open the **Zoom** application.
    b. Select **Join a Meeting**
    c. Enter the **Meeting ID** number, and passcode below:
        - Meeting ID: 161 755 3716
        - Passcode: 482533
2. Joining through email:
   Click on the link listed below "**Join ZoomGov Meeting**"

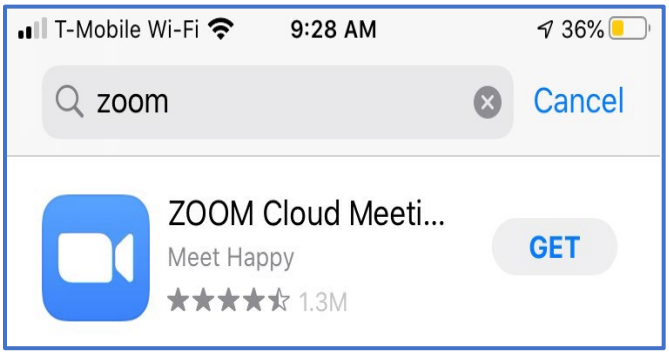
> Appellate Division is inviting you to a scheduled ZoomGov meeting.
>
> Join ZoomGov Meeting
> https://occourts-org.zoomgov.com/j/1617553716?pwd=SENPMmZhZ2JzbmRmdEtOZCtDb1g0QT09
>
> Meeting ID: 161 755 3716
> Passcode: 482533

3. Contact the court clerk if any issues are encountered. 657-622-8278

How to Download the Zoom Application:

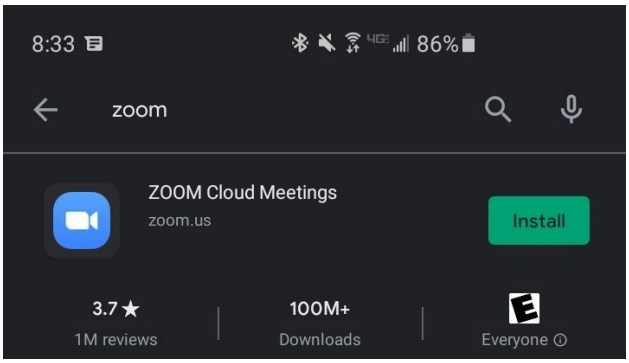
On iPhone:

1. From a Home screen, tap App Store. Note: To install applications, users must sign in using their Apple ID or create one.
2. Click Search.
3. Search for Zoom.
4. Pick Zoom Cloud Meetings and tap Get.



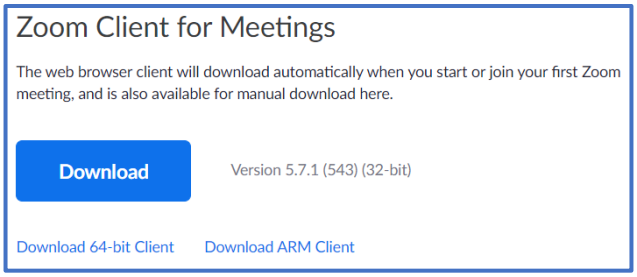
On Android:

1. Open Google Play, use the Play Store App
2. Search for Zoom Cloud Meetings and tap Install.



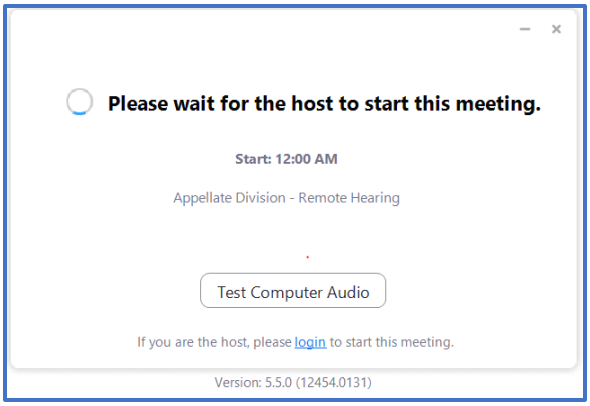
On Desktop:

1. In the user's web browser, follow/copy and paste the following link: https://zoom.us/download
2. Under **Zoom Client for Meetings**, select **Download**.



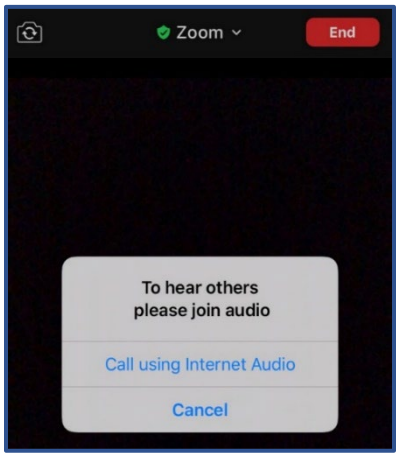
Zoom Interface

1. When entering the Zoom meeting, users may be placed into a **Waiting Room,** where the host admits users at the discretion of the Court. The user will receive this message on their screen:



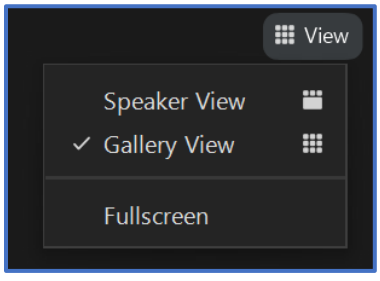
2. When entering the **Zoom** meeting through a device, a notification will appear, and an audio preference may be selected. Select **Call using Internet Audio.**

   Note: It is recommended for all remote participants to use a headset to avoid creating distractions/feedback within the courtroom.

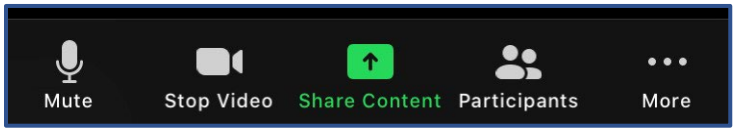


3. In order to adjust the **View,** select **View** on the upper right corner, and select between **Speaker View** (the video focuses on the last participant who speaks) or **Gallery View** (the video focuses on every participant in the hearing).

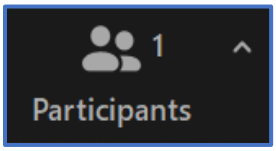
   Note: Depending on the device being used, some formats do not support gallery/additional speaker view.



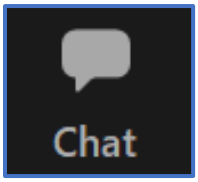
4. At the bottom of the screen, a wide array of buttons appear when the cursor is used to hover over the screen. The ability to **Mute** and **Stop Video** appear on the far left.



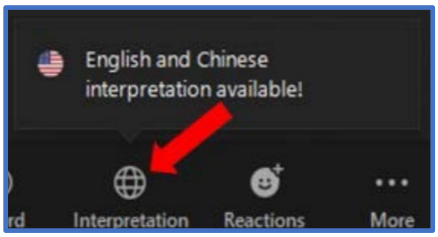
5. To see a list of participants within the hearing, select **Participants.**



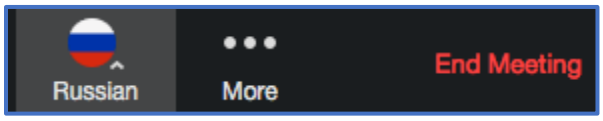
6. To start a chat with a participant in this meeting, select **Chat.** Note: this feature may be disabled at the discretion of the courtroom's judicial officer.



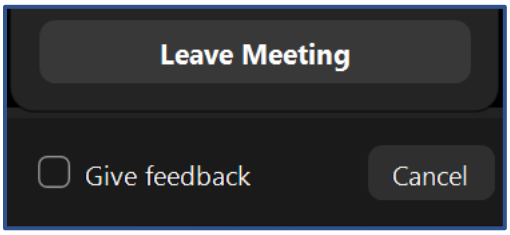
7. If a user needs an interpreter, interpretation services are enabled by the Host. Once enabled, participants will receive a notification that language channels are available for selection. The court will select English and will instruct other participants to select their appropriate language channel. The attendees will be able to click **Interpretation** in the meeting.



8. Select the **language channel** needed to communicate with the interpreter.



9. In order to leave the meeting, select **Leave Meeting.**



Important Things to Note:

- The Court can mute anyone during the hearing.
- If the Court mutes a participant, a participant will have to unmute themselves before the Court can hear them again.
- If a user needs to mute themselves, they must go to the control panel and select **Mute/Unmute** .
- Please ensure appropriate attire is worn for the hearing.
- Recording or photography of any kind is prohibited.
- If at any point a participant is disconnected from the hearing, rejoin the meeting through the same link, and the participant will be re-admitted into the video session.
- Using headphones with a microphone set is highly recommended. This will prevent echoing or background noises that cause distraction within the hearing.

- If a participant's connection to the remote hearing is weak, they may not have the proper bandwidth to connect to the Zoom hearing. The suggested bandwidth is listed below:

Bandwidth(up/down)	Scenarios
1Mbps/2Mbps	HD Group video calling (540p videos on 1080p screen)