

# Remote Hearing Instructions - Zoom



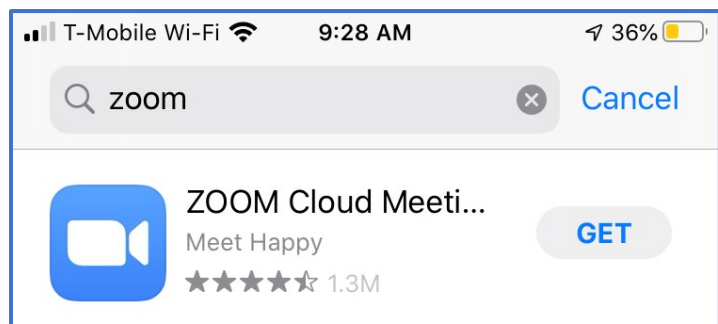
To reduce the amount of people within court buildings and to ensure that social distancing protocols are maintained during the Coronavirus (COVID-19) Pandemic, the court has begun to implement remote hearings.

You will require a computer, tablet, or smartphone that has a camera and microphone in order to remotely appear. You will also require the Zoom application.

## How to Download the Zoom Application:

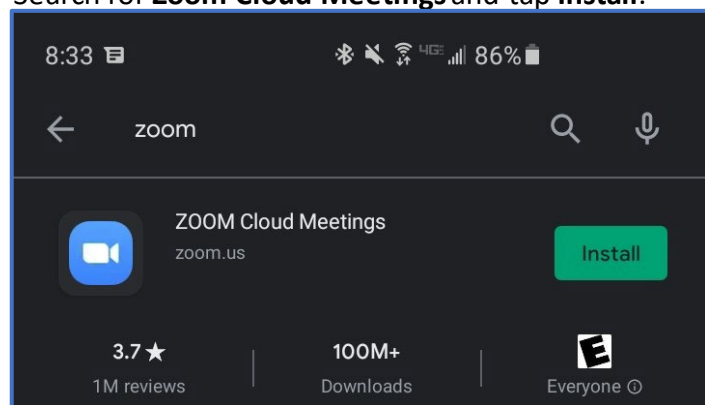
### On iPhone:

1. From a **Home** screen, tap **App Store**. Note: To install applications you must sign in using your 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

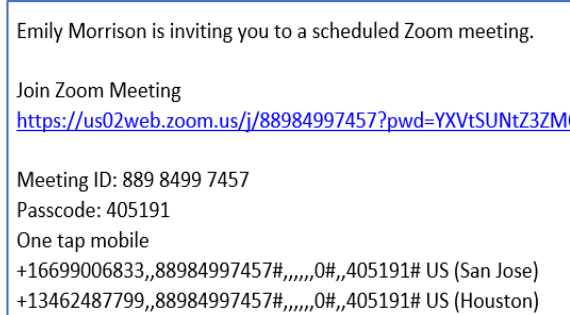
1. In your web browser, follow/copy and paste the following link: <https://zoom.us/download>
2. Under **Zoom Client for Meetings**, select **Download**.



# Zoom: How to Join a Hearing from your Device

## Joining through e-mail:

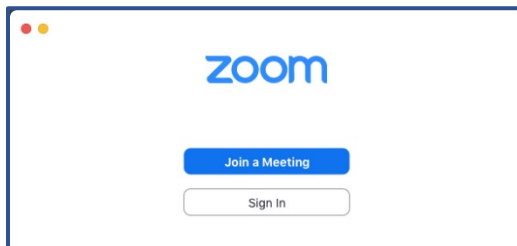
1. When joining via an e-mail sent to you, click on the link listed below "Join Zoom Meeting."



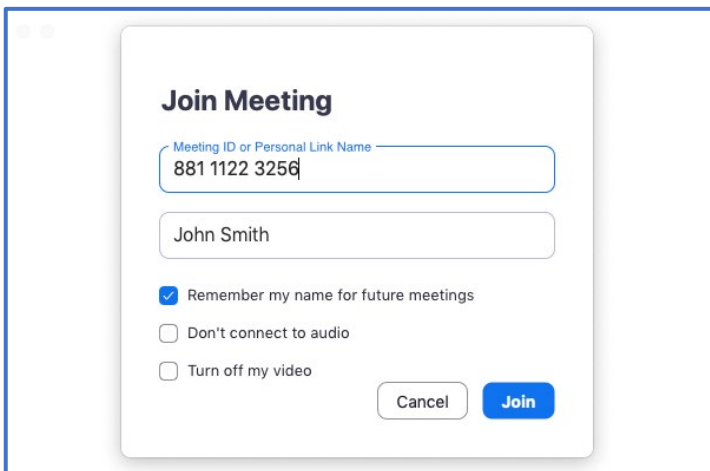
2. The link will automatically open the Zoom application installed on the iPad or Desktop.

## Desktop: Joining through Meeting ID:

1. Open the Zoom application on your Desktop
2. Select **Join a Meeting**

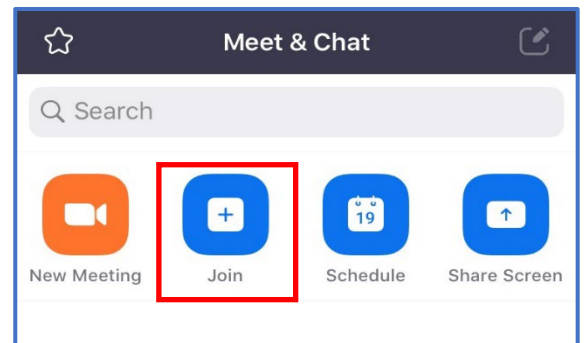


3. Enter the 11-digit **Meeting ID** number given to you by the court. The screen name may also be modified; you may also toggle video/audio settings. Once configured, select **Join**.

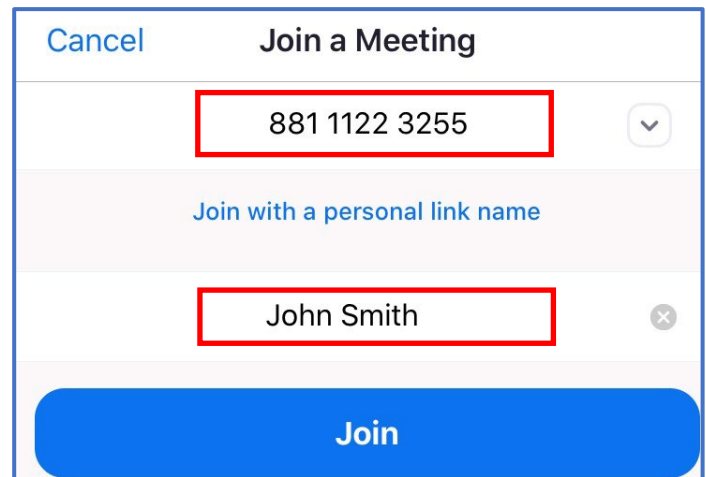


## Mobile: Joining through Meeting ID:

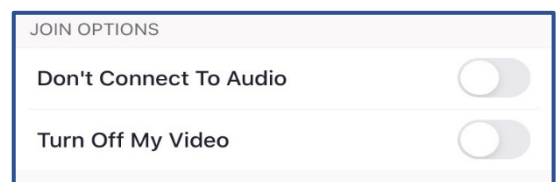
1. Open the Zoom application from your iPad's Home screen.
2. Under the **Meet & Chat** screen, select the **Join** icon.



3. Under the **Join a Meeting** screen, enter the 11-digit **Meeting ID** number given to you by the court. The screen name may also be modified.



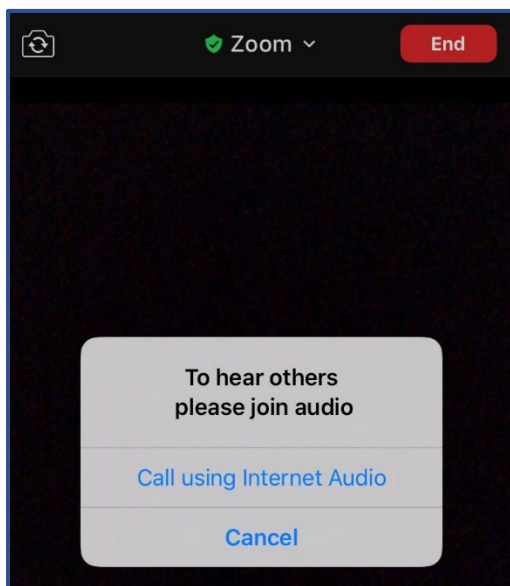
4. Toggle video/audio settings under **JOIN OPTIONS**.



5. If applicable, enter the password for the hearing.

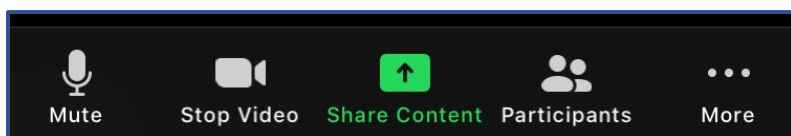
## Zoom Interface

1. When entering the **Zoom** meeting through your device, a notification will pop up asking your preferred audio channel. Select **Call using Internet Audio**. **Note:** This must be selected in order for the Language Interpretation to be initiated.

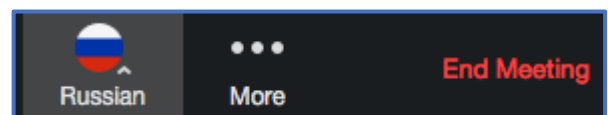


**Note:** It is recommended for all remote participants to use a headset to avoid creating distractions/feedback within the courtroom.

2. At the bottom of the screen, you will see a wide array of buttons, where you can control your audio/video settings through **Mute** and **Stop Video**.



3. Once interpretation services are enabled by the **Host**, the attendees will now be able to click **Interpretation** in the meeting. Select the **language channel** needed to communicate with the interpreter.





## Important Things to Note:

- The Court has the ability to mute anyone during the hearing.
- If the Court mutes you, you will have to unmute yourself before the Court can hear you again.
- To unmute yourself, go to the control panel and select the **Mute/Unmute** toggle.
- Please ensure appropriate attire is worn for the hearing.
- Recording or photography of any kind is prohibited.
- If at any point you become disconnected from the hearing, please rejoin the meeting through the same link and you 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.