

April 30, 2020

## **Videoconference Instructions for Remote Appearance**

**Purpose:** This document contains information for parties who are participating in a Zoom videoconference with the court.

This procedure may change as the remote appearance process is improved.

The court will be hosting public and private video hearings using the Zoom online videoconferencing service. This service is not a purpose-built court hearing program. So far, it is serving its role with a few considerations. Please review these instructions prior to connecting to a hearing where you plan to participate.

### **Immediately upon receipt of your Zoom invitation:**

- Print it out and ensure you have access to it during your court matter.
- If you do not have a printer write down the meeting ID number, password, and the call-in phone number.
- Do not share your Zoom password.
- Contact the Court clerk at (530) 289-2926 if you have questions.

### **If you are using a battery-powered device:**

- The device should be plugged into a charging device during the hearing.
- Have a reliable internet or phone connection.
- If you are disconnected during the calendar, first seek to reconnect via the Zoom platform.
- If you continue to have issues, contact the Court clerk at (530) 289-2926.

### **Joining a meeting:**

- Be sure you have downloaded the Zoom program and created an account if you do not have one already. You need only sign up for the free account to participate in the court proceeding.
- A few minutes prior to your scheduled court matter, click the meeting invitation link.
- Information about joining a meeting can be found at <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>.
- Use your full first and last name when logging into the "meeting".
- If you are unfamiliar with computer technology, please consider using the telephone call-in number to participate.

### **The Virtual Courtroom:**

- When you join the meeting, you will be in the Zoom virtual "waiting room".
- Please do not speak until the Judge calls your case.

- When the Court is ready, you will be moved into the virtual courtroom for your court appearance.
- Upon entry into the Zoom meeting your microphone will be muted. The court will unmute when it is your turn to talk.
- Once connected, please practice etiquette similar to what you would use in a normal courtroom setting.
- Speak slowly and clearly at all times.
- Announce your name before you begin speaking, and do not interrupt or otherwise speak over another person.
- You may NOT record in any manner (either audio or visual) any court proceeding without a court order.

**Confidential Cases:**

- Make sure no one else is in the room with you.
- Make sure no one else can listen, see or record the meeting.

Additional training and troubleshooting articles can be found on Zoom's website at [Zoom.us](https://zoom.us)