

## Using Zoom for Courtroom Hearings Remotely - Public

In an effort to continue safe practices regarding social distancing, the Court will be conducting your next scheduled proceeding by video with Zoom. You are directed to join the virtual courtroom proceeding with the Washtenaw County Trial Court at the date and time provided to you by the Court.

For virtually connecting to the courtroom, please follow the instructions outlined below:

1. Install the **ZOOM** app:

**\*For smartphones and tablets:** install ZOOM from the Play Store or App Store

**\*For your computer, laptop or Notebook** device with webcam, please visit [www.zoom.com](http://www.zoom.com) to download the application

2. **\*Optional** - Create an account by using your email address and creating a password. You only need to do this one time as this is the account you will use each time you enter a virtual hearing / conference call.

3. At the time of your virtual hearing / conference-call,

**\*For smartphones and tablets** launch the Zoom app and if you created an account, please sign in. If you did not create an account, continue to step 4.

**\*For a computer, laptop or notebook**, go to the website ([www.zoom.us](http://www.zoom.us)) and if you created an account, please sign in. If you did not create an account, continue to step 4.

4. Enter the Meeting ID number provided. If you need to participate in a hearing and do not have meeting room ID number, please call (734) 222-3383.

5. Identify yourself by entering your first and last name along with your case number. Those that do not identify themselves will NOT be admitted into the virtual hearing.

6. Follow the prompts! (They will be different for audio-only vs video+audio).

 For participants joining via a landline phone, please call the following number at the time of your hearing to join the conference-call / virtual hearing and enter your **meeting ID number followed by the pound sign (#). 1-646-876-9923**

## **Technical Responsibilities**

- The court does not provide technical assistance for testing or troubleshooting.
- Remote Participants should take time prior to the call to become familiar with the Zoom controls, including the testing of your device microphone/speaker controls.
- If you are having technical issues with your equipment, please review Zoom training and support materials at Zoom.us.
- Remote participants should use a good LAN, WiFi, or substantial LTE connection to ensure a quality call. (Note: Mobile data use may incur cellular carrier charges which are the responsibility of the remote participant.)

## **Zoom Etiquette**

- The call is a court proceeding and therefore an extension of the courtroom and appropriate conduct and attire is required.
- Remote Participants must use a private and quiet room that will be free of interruptions. (Outdoor, car, or public places are not permitted.)
- Avoid rooms with bright windows and/or back-lighting.
- Please speak **loudly** and mute/silence any background noise.
- Remote Participants must place their mobile devices on a solid surface with the camera at eye level. Do not hold mobile devices in your hand and do not lay phones or tablets flat on a desk or tabletop!
- The judge has control over the proceeding and participants as if they were present in the physical courtroom
- The court has the right to terminate the call/proceeding if the video experience is not acceptable.

**If you are required to attend your court proceeding in person, you will be subject to security and health screening and will be required to wear a mask. Only persons essential to the case will be permitted in the courtroom. Please be on time as in person hearings will follow a strict schedule.**