

ZOOM PROTOCOLS AND HELPFUL TIPS

IMPORTANT: Just as the recording of audio and video and the taking of photographs is prohibited in the courtroom, it is prohibited when proceedings are conducted using Zoom or any other video-conferencing or tele-conferencing platform. Any audio or video recordings of a court proceeding held by video or tele-conference, including screenshots, still photography, or any other means of visual or auditory copying, is absolutely prohibited. Any violation of this may result in sanctions.

Matters set to be heard via video-conferencing shall take place under the following circumstances and protocols:

1. All matters will take place through the Zoom video-conferencing software. You will be required to have Zoom installed for use on the computer/device that you will use to participate in the hearing. Your computer/device is required to be equipped with a microphone and a camera for sound and video optimization.

ZOOM ACCOUNT AND SOFTWARE

If you do not already have Zoom installed, go to <https://zoom.us> and click “Sign Up, It’s Free” and follow the prompts. **IT IS NOT NECESSARY TO PURCHASE A PLAN IN ORDER TO JOIN A ZOOM HEARING.** You can select the Basic version that is free

You do not have to have an account, but it does make it easier to use. If you choose to not create an account, when you join the meeting, please sign in using your full name.

To be able to use all of the features, you should install the app or download Zoom Client for Meetings at <https://zoom.us/download>. To ensure you have the latest security enhancements and features, make sure to download any updates.

You can find video tutorials, webinars and other resources at <https://support.zoom.us/hc/en-us>. The Court will not provide technical support for Zoom participants and attendees.

You can join a test Zoom meeting to familiarize yourself with Zoom and test your microphone/speakers before joining a Zoom meeting by going to <https://zoom.us/test>.

2. A hardwired internet connection is preferable to a wireless connection. Please be advised that if you are using a wireless connection, it is best to have your computer/device as close as possible to your wireless router for optimal connection.
3. To maintain a strong connection, please close all other applications on your computer, such as browsers, email and calendar applications. This will also prevent any applications from inadvertently making sounds during the hearing.
4. To avoid audio feedback and echoes, it is recommended that you use headphones or a headset with a microphone. If you do not have headphones or headset that you can use, please ensure

you are muted unless speaking. For the same reason, it is not recommended that more than one computer or device on the same zoom be located in the same room.

5. At least three days prior to the scheduled hearing, all participants shall notify Chambers of their email address and telephone number. A link to the hearing will be sent to each participant individually.
6. Parties participating in the hearing shall use profile names that clearly identify the participants, and must use live video instead of a picture, image or graphic.
7. Please log-in at least five (5) minutes prior to the scheduled hearing.
8. Any document or exhibit that you wish to admit into evidence or show the judge or witness should be marked for identification and emailed to the law clerks and other parties at least one week prior to the hearing. If you plan on admitting it into evidence, you will still have to file it in the record with the clerk's office.
9. The chat function, if enabled, allows participants to type messages to everyone publically, or individuals privately. **DO NOT SEND PRIVATE CHAT MESSAGES TO THE JUDGE.** Clients may use the feature to send messages to/from their attorneys, but please minimize messages to everyone as it can be distracting.
10. Court Decorum and Rules:
 - Despite not being physically in the courtroom, the proceedings are on the record. Once the judge calls the case and announces we are on the record, everything that is said will be reported and made a part of the record unless the judge says we are off the record.
 - Courtroom decorum standards still apply, including demeanor and dress code. Please attend the hearing dressed appropriately.
 - All courtroom rules and procedures should still be followed. Turn off or silence all electronic devices, including cellular phones and office or home phones. Mute all sounds for other applications and devices (email notifications, chat messaging, et cetera).
 - Distractions need to be minimized. Participants should avoid getting up and moving away from the camera during the hearing. Participants should be a quiet location with minimal background noise.