



## Zoom Guidelines

*Judge Robert J. Branning*

### Division D Guidelines for Zoom Court Hearings

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#### Preparation

- Each participant will need a device with a microphone and camera, with internet access on the same device.
- All participants must have a video and sound turned on in their Zoom settings.
- Participants should attempt to provide adequate lighting and sound for the judge to clearly see and hear them.
- Participants are encouraged to test Zoom before the hearing, including downloading the app at least one day before the hearing if using a tablet or phone. Click link to test Zoom:  
<Http://zoom.us/test>

#### Case Participation & Attendees

- The Court will not provide technical support for Zoom participants or attendees.
- Appropriate attire is mandatory for any appearance in Court. Dress for your Zoom proceeding as if you were attending your court proceeding in the courtroom.
- Use a background that is not distracting.
- The Zoom proceeding format does not provide means for case participants or attendees to talk among themselves.
- Please adjust the Zoom profile settings to reflect the participant's legal name. Often, attendees will log into Zoom meetings with a device name, or name other than their own. Failure to log in under the proper name may prevent the Court from recognizing the correct participant is attending and acknowledging their presence for the court record.
- When you are admitted from the Waiting Room, you should mute yourself by clicking on the microphone icon. If there is a red line through the microphone you are muted and cannot be heard by the people in the meeting. When it is your turn to speak, you will need to unmute yourself by clicking the microphone.

#### The Hearing

- All participants must have video and sound turned on in their Zoom settings.
- Participants will be placed on mute when entering the meeting.
- Each participant should ensure there are no distractions
- Do not join the Zoom meeting while in a moving vehicle. Internet connectivity may affect your Zoom connection. Please be safe.

- You may join the Zoom court session if you join before the host is ready to start the session. Please do not leave the meeting; once the host begins the session, you will be placed into the Waiting Room

## Integrity of the Proceedings

- The meeting will **NOT** be password-protected.
- The waiting-room function will be utilized to manage attendance.
- The meeting link and meeting ID will be provided only to those with the judge's permission to join.
- Counsel will provide the meeting link and meeting ID to clients, and witnesses, but are prohibited from distributing it further.

## Resources

- Consult the following resources to learn how to select the correct audio and video source, how to mute/unmute your audio, and how to Start/Stop your video.
- Audio: <https://support.zoom.us/hc/en-us/sections/200319096-Audio>
- Video: <https://support.zoom.us/hc/en-us/sections/200521865-Video>
- Learn how to use Zoom controls: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting>
- Hot Keys and Keyboard Shortcuts to start/stop video, mute, etc.: <https://support.zoom.us/hc/en-us/article/205683899-Hot-Keys-and-Keyboard-Shortcuts-for-Zoom>
- Learn how to Share your Screen: <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

## Recommendations

- Mute your phone and all sounds from all other applications (emails notifications, chat messaging, etc.)
- Avoid using a mobile device to connect with Zoom, if possible. Although tablets (iPad) and smartphones can be used, they are very limited, and the performance is inferior.
- Avoid using battery power only (laptops, etc.) Plug into a good power source while in a Zoom proceeding.
- Avoid using an open microphone and speakers, such as those that are built-into-laptops or a webcam. Using a good quality headset (headphones with mic) will often help ensure that you can be heard and can hear others with maximum quality.
- Avoid noisy and/or echoing locations. Use of a headset will improve audio quality when this is unavoidable.
- Avoid distracting real or virtual backgrounds.
- Avoid using Wi-Fi if possible, connect via a hard-wire Ethernet cable.
- To conserve your computer's processing power and networking, avoid running any unnecessary applications beside Zoom.
- For home networks, if possible, avoid sharing your internet service with others during the session.
- If you are using an external camera and/or microphone, plug them in before opening the Zoom application. A headset is recommended.
- Only 1 microphone and speaker system should be active per physical location to avoid a loud screeching sound.

- Be sure to mute yourself when you are not speaking.
- The share-screen function may be used by participants to display exhibits, but permission must be requested from the judge during the hearing.

## Disclaimer

Please be advised, the Judge will add to or omit any instructions listed within the Guidelines for Court Hearings on Zoom at their discretion, at any time.