

## INSTRUCTIONS FOR ZOOM HEARINGS

- Immediately provide the Court at the email address or the telephone number listed on your Notice of Hearing with your name, the case number, a cell phone number, and an email address for use on the day of the hearing. All cell phone numbers and email addresses **must** be provided to the Court in order for your hearing to proceed. **Failure to timely provide your contact information to the Court shall constitute a failure to appear at the hearing.**
- You will be sent a link to use for the hearing via email at least 24 hours prior to the scheduled hearing.
- Click on the link at the time of the hearing using a smart device (e.g. laptop, tablet, smartphone, or personal computer with a camera and microphone).
- If you do not have access to a computer or smart device, or need help, please contact the Court at the telephone number listed on your Notice of Hearing right away, and at least 48 hours in advance of the hearing for instructions.
- Go to <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials> and click on **Join a Meeting** for helpful instructions on how to use Zoom Video Conferencing before your hearing. A Guide for using Zoom and helpful instructions can also be found at <https://lcdrct.org/>.
- Make sure to test your camera, speaker, and microphone in advance.
- **Dress like you would if you were appearing in court**
- Limit distractions during the proceeding. Find a quiet place to participate. Place your camera/phone/tablet in a stationary place to minimize unnecessary movement. Use headphones if you can to limit background noise.
- Make sure others using your Wi-Fi network minimize their use so that it does not disrupt your connection.
- Keep yourself on mute until it is your turn to talk. Wait to speak until you are called on by the court and do not talk over others. There may be a few seconds delay with the audio.
- Do not use a virtual background.
- You should be in a room alone, unless with counsel spaced appropriately apart.
- Have your government-issued identification card available.
- Do not share the log on information and password with others.
- No unauthorized recording of the proceeding is permitted.
- Make sure your profile or screen name matches the one that the court has on file. You should use your first and last name.