Preparing to Participate in a Zoomgov
Video Hearing
(03/01/2021)

If you will be a **case participant** in a Zoomgov video hearing with the court (attorney, witness, case party, etc.), preparing properly will ensure all involved will have a good experience using this system.

For security and enforcement of court standards, the court has disabled the chat feature in Zoom and <u>may</u> disable other Zoom interactions (such as screen share, whiteboard, Q&A, raise hand, react, etc.).

Persons participating in video proceedings are reminded of the general prohibition against photographing, recording, streaming and rebroadcasting of court proceedings. Any recording of a court proceeding held by video or teleconference, (including streaming, screen-shots or any other audio or video reproduction) is absolutely prohibited by policy of the Judicial Conference of the United States.

Zoom Account and Software

1. Participants: If you do not already have a Zoom account, set one up at https://zoom.us. A paid Zoom account is not necessary for any interaction with the court. *Attendees do not need a Zoom account.*

2. Log into https://zoom.us/profile and set your name, phone and email. Including a photo will help identify you when connecting. *Attendees do not need a Zoom profile or to provide any identity information.*

3. Install the <u>latest</u> Zoom Client for Meetings at https://zoomgov.com/download. Although Zoom can be used in a browser only, it is very limited. The full Zoom client is required for best functionality and best experience with the system.

4. <u>Always keep your software up to date</u>! The Zoom Client should automatically update itself upon launching the software, but you can also update it manually.

Settings

Zoom has a lot of settings, and as Zoom updates their system they may change aspects. Below are a few settings recommended by the court to improve your video conference:

- **General:** Ask me to confirm when I leave a meeting: ON (Helps prevent unintended departures)

- **Video:** Enable HD: OFF (Helps prevent poor video performance, and usually looks just as good as HD)

- **Video:** Always display participant names on their video: ON

- **Video:** Always show video preview dialog when joining a video meeting: ON (Final check before your video displays to others)

Recommendations

1. Remember that you are bringing matters before the court and although you are not physically in a courtroom, appropriate dress and decorum should be maintained.

2. Mute your phone and mute all sounds from all other applications (email notifications, chat messaging, etc.). When you are ready to speak, you can press the space bar. When you release it, you will be muted automatically.

3. Avoid using a mobile device if possible. Although tablets (iPads) and smartphones can be used, they are very limited, and the performance is inferior.

4. Avoid using battery power only (laptops, etc.). Plug into a good power source while in a Zoom meeting.

5. Avoid eating during proceedings. If you wouldn't do it in a courtroom, you shouldn't do it during a virtual proceeding.

6. Avoid noisy and echoing locations. Use of a headset will improve audio quality when this is unavoidable.

7. Avoid distracting real or virtual backgrounds.

8. Avoid poor camera positioning (if possible). Try to frame yourself so you take up most the screen, and <u>at eye level</u>.

9. Avoid using WiFi if possible. Connection via a hard-wire Ethernet cable will always be faster and more reliable than WiFi. If you must use WiFi, make sure you're in close range.

10. Avoid running any unnecessary applications besides Zoom, to conserve your computer's processing power and networking.

11. Always refer to each judge's individual website for update procedures and instructions.

12. Make sure to review the case or proceeding for case specific orders dealing with Zoom hearings, proceedings or trials.

Learning

Learn how to select the correct audio and video source, and how to mute/unmute your audio, and Start/Stop your video:

1. Video: https://support.zoom.us/hc/en-us/sections/200521865-Video

2. Audio: https://support.zoom.us/hc/en-us/sections/200319096-Audio

3. Learn how to easily mute/unmute with Push to talk: https://support.zoom.us/hc/en-us/articles/360000510003-Push-to-Talk

4. Hot Keys and Keyboard Shortcuts to start/stop video, mute, etc.: https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboard-Shortcuts-for-Zoom