

Instructions for Accessing Video Court through Zoom

For Parties and Witnesses

Sign up: **USE YOUR REAL NAME – USE YOUR EFILE EMAIL ADDRESS**

- Parties and witnesses must sign up for a free account from Zoom Web Conferencing.
 - From a computer – <https://zoom.us/>
 - Android - play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_US
 - Apple - apps.apple.com/us/app/zoom-cloud-meetings/id546505307
- Initially, the Court will send each party a link/meeting ID & password for the Video Court Hearings once the case is identified as ready for hearing.
 - The Court will soon transition to providing the link/meeting ID & password to the party who is requesting the hearing, and that party will be required to provide notice to the opposing side.
 - Both parties must be logged on into video court on time.
 - You are required to review the rules of video court while in the waiting room.
 - Parties are responsible for notifying their witnesses of the link/meeting ID & password.
 - Parties are responsible for providing a copy of these Instructions to their witnesses and for otherwise making sure that their witnesses are aware of all requirements for witnesses in video court.

Be prepared:

- Parties and witnesses must have enough battery for the entire hearing, with a charger readily available.
- Parties and witnesses must have enough data and/or Wi-Fi.
- Parties and witnesses must be in a quiet area with minimal background noise.
- Parties and witnesses must be dressed appropriately – as if you were in the actual courtroom.
- Recording of video court hearings is strictly prohibited.

Exhibits:

- All exhibits shall be e-filed as “proposed orders” or submitted to the Court’s Dropbox at least 48 hours prior to the anticipated hearing. Only rebuttal or impeachment exhibits will be allowed the day of the hearing and instructions will be provided at the time of presentation. Check with your local court for specific instructions.

Witnesses:

- The names and email addresses of all witnesses must be provided to the Court prior to the hearing date.
 - Witness names and email addresses can be emailed to the Court or to the Clerk.
 - If a party plans on calling witnesses, each witness must have their own account and be ready to join the virtual courtroom when it is time for that witness to testify.
 - Witnesses must join the virtual courtroom hearing on time but may remain in the “waiting room” until it is their turn to testify.
 - Once a witness is done testifying, that witness will leave the virtual courtroom and should not talk to anyone about the testimony until after the conclusion of the hearing.