




# Remote Proceedings Part 5: Tips on Accessibility During Court Hearings on Zoom

If you are scheduled to participate in a remote court hearing on Zoom, the Remote Proceedings video series and tip sheets will help you prepare for and participate in the hearing. This tip sheet includes information on Zoom’s accessibility features, the closed captioning feature on Zoom, how and when to submit accommodation requests, and how to use an ASL interpreter on Zoom.



## Zoom’s Accessibility Features

- Zoom has visual and audio accessibility features.
- Adjusting speaker and microphone volumes.
  - Without joining a meeting or hearing, click the Settings icon on the main page of Zoom. In the settings menu, click on Audio. Use the slider bars to adjust the volume of the speakers and microphone to your desired levels. 
- Increase the text size of the Zoom chat and closed captioning.
  - Click on the Settings icon. From the Settings menu, click on Accessibility to adjust the text size in the chat feature.
  - During a meeting, you can change the text size in the chat by clicking on the chat box and pressing the Control key and either the plus or minus key to increase or decrease the text size.

## Closed Captioning

- Closed captioning allows a participant to view the text version of what is being said in real-time.
- If you would like to use closed captioning, contact the clerk’s office before the date of your court hearing. The court may hire someone to provide Communication Access, Real-Time Translation, or CART services.
- You may also be able to request automatic closed captions at the time of the hearing. Automatic captions, however, do not use a CART provider or transcriber and are not always accurate.
- Request a CART provider by filing an accommodation request with the clerk’s office.

## Accommodation Requests

- If you need an accommodation for your remote hearing, submit a request using form [Request for Accommodation for Person with Disability CC-DC-049](#). You can find the form online at [mdcourts.gov/ada](https://mdcourts.gov/ada) or at the courthouse.
- Submit your request at least 30 days before the hearing date.



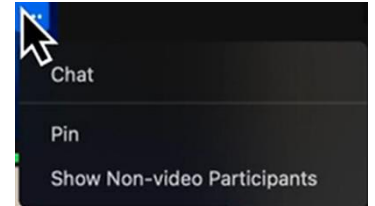
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- For more information on requesting an accommodation, watch our video on [Accommodations](#).

### American Sign Language

- To request an American Sign Language Interpreter for a remote proceeding, make the request at least 30 days prior to your hearing. Use form [Request for Accommodation for Person with Disability CC-DC-049](#).
- The ASL interpreter will join the hearing as a participant. Pin the interpreter’s video so that you can always see them. To do this, hover your mouse over the interpreter’s box. Click on the three dots in the upper right corner of the box. Click on the word “pin.”
- If you can’t see the interpreter at any point, let the court know immediately. Click the Chat button in your toolbar and type a message to everyone in the hearing.
- Try joining the court hearing using a laptop or computer, not a phone. The phone may be too small for you to see the interpreter clearly.
- For more information on working with an ASL interpreter, watch our video series on [ASL interpretation](#).



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