



Remote Proceedings Part 2: Tips for Participating in a Hearing 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 tools, presenting evidence, and preparing witnesses.

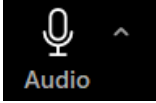

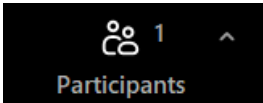


Preparing for a Remote Hearing

- Test your computer equipment before the hearing date.
- Keep your login information – user ID and password – close by.

Zoom Tools

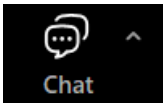
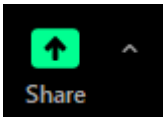
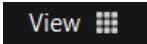
- Once you have joined the meeting, you will find the toolbar on your screen. It may be at the bottom of your screen or the top if you use a device other than a desktop or laptop computer. Below is a chart of some of the most commonly used Zoom tools.

| | | |
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| Microphone button | Mute and unmute your microphone. Mute yourself until your case is called. | Find the button at the bottom left of the screen.  |
| Video button | Turn on or off your video. Turn on your video unless the judge asks you to turn it off. | Find the button next to the microphone button.  |
| Participants button | Click this button to see how many people are in the hearing. | Find this button in the middle of your toolbar.  |



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| <p>Chat button</p> | <p>Use the chat button to message other people in the hearing. Click on the chat button to open the chat window.</p> <p>Be careful who you message. Zoom is set up so everyone can see chat messages sent by any participant. You can change this to message one other person in the hearing directly. To direct message another person, click on the word Everyone. Then click on the name of the person you want to send a message to.</p> | <p>Find this button in the middle of your toolbar.</p>  |
| <p>Share button</p> | <p>Use the Share button to present evidence.</p> <p>When you click on the Share button, a new window will appear showing the screens and applications you can share.</p> | <p>Find this button in the middle of your toolbar.</p>  |
| <p>View button</p> | <p>Use the View button to change who you can see on the screen.</p> <p>When you click on the View button, a drop-down menu will appear. If you would like to see all the participants at the same time, click on Gallery View. Speaker View will show the participant who is currently speaking.</p> | <p>Find the view button in the top right corner of your screen.</p>  |
| <p>Breakout Room</p> | <p>The clerk may assign you to a breakout room. This is separate from the main hearing. People in the breakout room can hear and message each other. People in the main hearing cannot see or hear the people in the breakout room.</p> | |

Presenting Evidence

- Evidence can be photos, videos, documents, or other items you would like the judge to consider.
- Prepare your evidence in advance of the court date. Name each file with your party status – such as Plaintiff or Defendant – followed by the word “Exhibit” and a number. For example, “Plaintiff’s Exhibit 1.” Save each item as a separate PDF document.
- The clerk’s office may ask you to submit evidence before the court date, but remember, you still must formally present your evidence during the hearing for the judge to consider it. You may refer to evidence you present during the hearing by the exhibit name and number, such as “Plaintiff’s Exhibit 2.”



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Witnesses

- If you plan to have witnesses testify at your court hearing, let the clerk's office know the names of your witnesses before the hearing date.
- Tell your witness to log into the hearing using the name you gave to the clerk's office. The clerk may not let them into the hearing if they use a different name.
- Have your witnesses:
 - Test their equipment,
 - Get familiar with Zoom,
 - Wear professional clothing, and
 - Identify a quiet room in which they can participate alone.
- The court will want to know that your witness is alone, so it may ask your witness to show the court the room they are in.
- When you are ready to have your witness testify, tell the judge the name of the witness you would like to call. The clerk will keep all witnesses in the waiting room and let each into the hearing when it is time for them to testify.
- Remember, while your witness testifies, they cannot look at any notes or other documents. Do not message your witness during their testimony.



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