



Remote Proceedings Part 1: How to Prepare for and Log into 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 how to prepare for and log into a Maryland Court hearing on Zoom.



Preparing for a Remote Hearing

- Prepare for a remote court hearing the same way as you would for an in-person hearing.
- Be fully dressed and wear clothing that is not distracting.
- Be prepared to concentrate on the hearing. Find a quiet place where no one will interrupt you.
- Try not to move around, do other activities, or have conversations with others during the hearing.
- Speak respectfully to all participants in the hearing. Call the judge “Your Honor.”
- Do not record the hearing or take screenshots.

Are You Scheduled for a Remote Hearing?

- The court will mail you a notice or call you to tell you that your hearing will be remote. Follow any instructions from the court. The notice may ask you to provide contact information to the court. Keep the court notice.
- If you are not scheduled for a remote hearing but want to attend the hearing remotely, file a request to appear remotely. Use form [CC-DC-110, Motion for Remote Proceeding or to Appear Remotely](#).

What You Need to Participate

- You will need:
 - A reliable internet connection.
 - A computer or mobile device with a microphone and camera. Try to use a laptop or desktop computer.
 - A private room. You may be able to book a room at your local library.
- If needed, you may be able to borrow a laptop or WIFI hotspot from a public library. If you cannot access a computer and internet connection, call the clerk’s office and let them know you cannot participate remotely.
- Use a headset or headphones if you have them.
- Arrange for childcare if needed.
- Test your equipment before the day of the hearing.



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- If you are unable to participate in the remote hearing, immediately call the Clerk's office.

How to Log into a Zoom Hearing

- If you want to join the hearing using your phone, download the Zoom app first. Find links to download the Zoom app on Zoom's [website](#) and allow time for installation and setup.
- Find your meeting ID and passcode and keep it with you. This might be on your court notice or in an email.
- If you received an email with a link for the Zoom hearing, you can use the link to log in by clicking on the link
- If you do not have a link, type into your web browser zoomgov.com/join. Type your meeting ID into the box that says "Enter Meeting ID." You may also need to enter a passcode.
- If you see a message that the host will let you in soon, you are in the waiting room. The courtroom clerk will let you into the hearing when the court is ready.



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