

# **92<sup>nd</sup> District Court – Zoom Instructions**

**You must have a GOOD & CONSISTENT CONNECTION to appear via zoom. You must check your internet/data connection prior to your hearing. If you have a POOR CONNECTION this will result in a Non-Appearance.**

How to use Zoom:

- Download the zoom app on your mobile device or open a new web browser with zoom.com
- Log into zoom using your email and password for zoom.
- Hit “new meeting” on the Zoom Application.
- Enter meeting ID and wait to be let into the meeting.

Zoom Etiquette:

- Please log into zoom 15 minutes prior to your hearing.
- Ensure the following is completed prior to the start of your hearing:
  - Proper legal name is on your display
  - Camera/Phone is in a stable position to prevent movement.
  - You have your microphone muted until; your case is called. If this is not completed, staff may mute you and request you to unmute once your case is called.
  - Your full face must be visible at all times during your hearing. Ensure that your camera is positioned correctly and you are in a well-lit and quiet environment.
- You may have to wait to be allowed into the zoom room.
- Once your case is completed you may leave zoom, unless instructed differently.

If you have any issues or questions, you may want to run a zoom test with your **Attorney**, prior to your hearing.

**Failure to comply, may result in a non-appearance**

**Zoom ID # 255 055 2356**

**\*\* All Zoom hearings are recorded\*\***

**Please refer to Remote Court Appearance policy 9/9/2020**

**Remote requests must be made no later than 3 business days prior to the scheduled hearing**