

Wayne County Probate Court
Remote Participation in Hearing using Zoom Instructions
Effective March 20, 2020 per AO 2020-2

Please use **one** of the following **four** options for connecting to a court hearing using Zoom:

• **Option 1 – For hospitals and facilities with IVT equipment only**

1. From the Polycom system, dial 162.255.37.11##xxxxxxx (replace xxxxxx with the appropriate Meeting ID for the Judge as listed below)

Judge	Meeting ID
JUDGE Name	#####
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	-
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	-
	-

• **Option 2 - Audio or Audio and Video using Zoom App (Internet connection required)**

1. Install the Zoom App from the App Store or Play Store prior to the call.
2. Launch the zoom app
3. Click “Join a Meeting”
4. In the Meeting ID field, enter the appropriate Meeting ID for the Judge as listed below

Judge	Meeting ID
JUDGE Name	-#####
	-
	-
	-
	-
	-

5. In *join options*
 - Don’t connect to audio – turn off
 - Turn off my video – turn on if audio only, turn off if participating by video
6. Ensure your device has the microphone (audio) and camera (video) on
7. Click “Join”
8. In the prompt, “to hear others please join audio”
 - Select “call using Internet audio”
 - (Select Dial in if you want to abandon this setup and use option 1 instead)
9. Once your participation is no longer needed, leave Zoom by clicking “leave”

• **Option 3 - Audio or Audio and Video using the Zoom Website**

1. Go to www.zoom.us
2. “Join a Meeting”
3. Enter the appropriate Meeting ID for the Judge as listed below

Judge	Meeting ID
Judge Name	####
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4. Follow the download instructions
5. Select Computer Audio or Phone Call
 - If joining with Computer Audio, Click Join with Computer Audio (you must have a microphone and speakers on the device)
 - If joining via phone call – Click Phone Call and follow the instructions given.

• **Option 4 - Audio only by Telephone**

1. Call 646-876-9923 or 669-900-6833
2. Enter the appropriate Meeting ID for the Judge as listed below

Judge	Meeting ID
JUDGE Name	####
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3. Press #, no password or participant ID is needed

It is your obligation and responsibility to ensure you have the equipment and networking needed for a successful call. If you are unable to appear you must contact your attorney and reply to this email to alert the court.

Technical Responsibilities: The court does not provide technical assistance for testing or troubleshooting. In addition, the court does not provide time during court proceedings to troubleshoot issues. It is your responsibility to insure that your connection works, before your court date.

Testing Windows, Apple, or Android devices: Directions for testing your device and networking prior to the proceeding can be found at <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->

Technical Support: The court uses Zoom meeting services for the Virtual Court Room experience. If you are having TECHNICAL issues with your equipment you should review Zoom training and support materials at Zoom.us. Please understand Zoom is an independent service provider and will have NO knowledge of your court case or legal issues.

Local Court Policy:

- The call is a court proceeding and therefore an extension of the court room and appropriate conduct and attire is expected and required.
- Remote participants should use a good WiFi connection or a substantial LTE mobile data plan to ensure a quality connection. (Note: Mobile data use may incur substantial cellular carrier charges which are the responsibility of the remote participant.)
- Remote Participants must use a private and quiet room that will be free of interruptions. (Outdoor, car, or public places are not permitted.) Also, video meetings also need good, consistent lighting so avoid rooms with bright windows and / or back-lighting.
- Remote Participants must place their mobile devices on a solid surface with the camera at eye level. Do not hand-hold mobile devices and do not lay phones or tablets flat on a desk or tabletop!
- Remote Participants should take time prior to the call to become familiar with the controls and test the mic and speaker controls.
- If the court determines the quality of the video experience is not acceptable it has the right to terminate the call.
- The judge has full power over remote participants as if they were present in the physical court room.