

Wayne County Probate Court

Courtroom Instructions for Zoom Hearings

To Host a Zoom Hearing

In the Courtroom using Polycom:

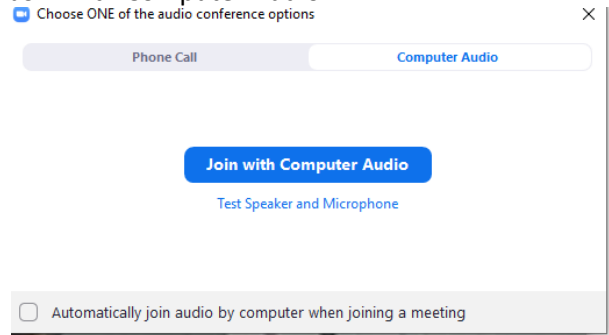
1. The Court Clerk will dial via Polycom the following IP address and meeting room Id:
(Judge meeting ID displayed here)
-
-
-
-
-
2. **TURN ON VIDEO CONFERENCE**
3. Make sure volume is turned up on the TV
4. It is recommended to also log into the Zoom hearing via a computer to manage participants (see below).

Tips:

- Participants will see the courtroom from the camera on the TV (wide-angle view of entire courtroom) at all times. Display will not shift based on who is talking.
- JAVS will record sound and video based on who is talking, will not record wide-angle view.
- Participants dialing in by phone, voice only, will not have a video feed displayed only an icon of a telephone.
- Ask participants dialed in to mute their device until their case is called, or you may mute them. There is a feature to automatically mute all participants when joining the hearing.
- Ask participants to Leave the Meeting once their case is over, you can remove them.

Using the website:

1. Go to www.zoom.us
2. Sign in - using the Judge's email and password
3. Host a meeting (with video on)
4. Join with Computer Audio



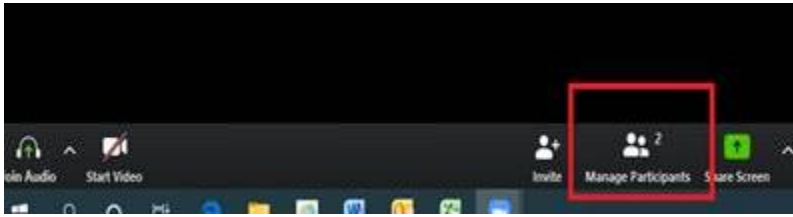
5. If the judge is conducting a Zoom hearing from an offsite location, it is very important that the **hearing is recorded** using Zoom, if the JAVS equipment in the physical courtroom is not recording the hearing. If this is the case, the judge **MUST** click **Record**.
 - a. If you've recorded a Zoom hearing to the cloud, you must notify ISD to download the video.

**See additional options below to:**

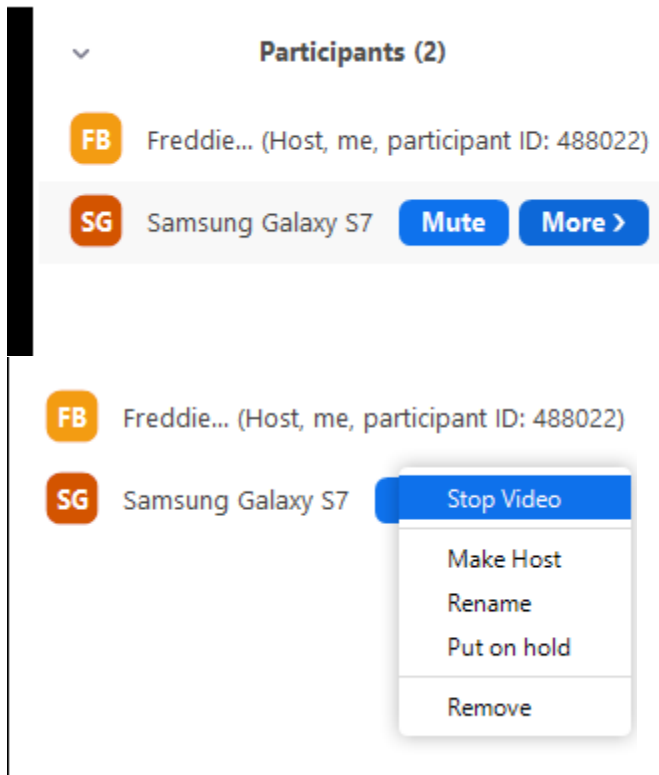
- **Manage Participants**
- **Mute all and Unmute All**
- **Mute All Upon Entry**
- **Breakout Room**
- **Additional Training**

To Manage Participants – Mute, Rename, etc.

1. Be sure you are logged in at www.zoom.us, even if in the courtroom.
2. Click **Manage Participants**



3. It will now show all participants on the right hand side of the screen
 - a. If the caller joined by phone, a phone number will display
 - b. Click **More** for the following options:
 - i. **Stop Video** – will stop any individual's video. The start the video back up, repeat and then click "Ask to start video" The participant will then get a notification asking to start the video per the request of the host.
 - ii. **Make Host** – make someone else the host
 - iii. **Rename** - their display name
 - iv. **Put on Hold** - Put the participant on hold
 - v. **Remove** – Will remove a participant from the meeting.



Mute all and Unmute All

1. Be sure you are logged in at www.zoom.us, even if in the courtroom.
2. Click **Manage Participants**
3. At the bottom, there is an option to **Mute all** and **Unmute All**

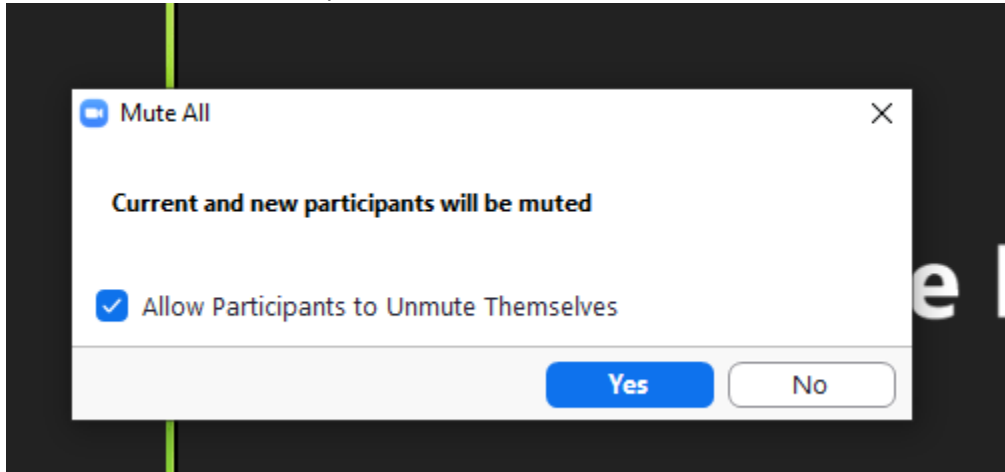


Mute All

Unmute All

More ▾

- a. When you select **Mute** it asks if you would like to allow the participants to unmute themselves. Leave that checked and click yes.



4. Once muted the microphone will turn red



Participants (2)



Freddie... (Host, me, participant ID: 488022)



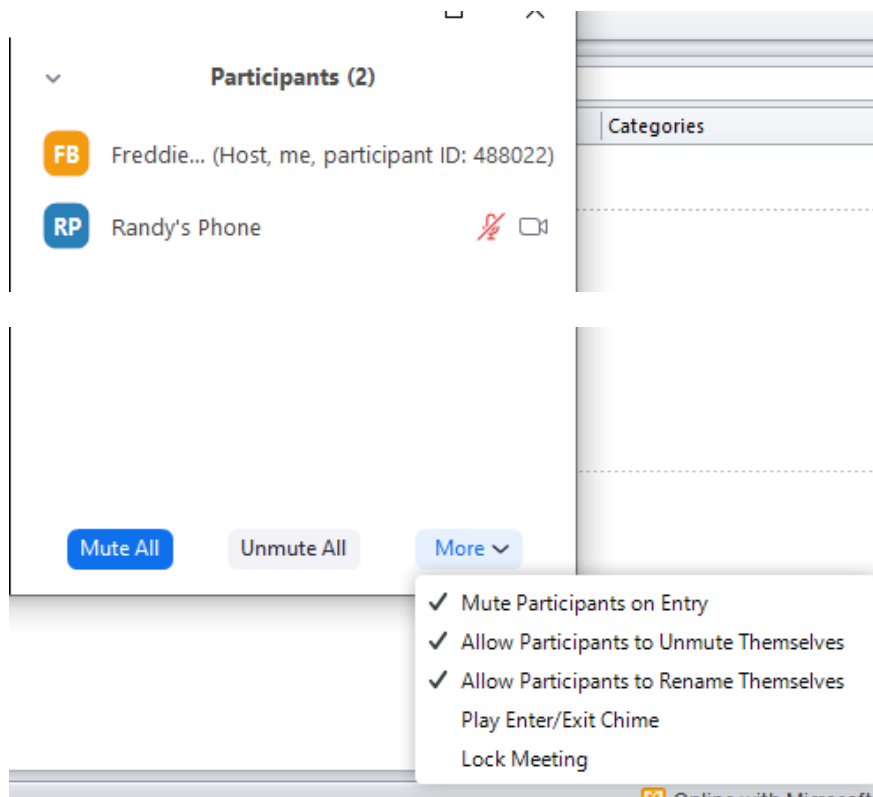
Randy's Phone



5. To unmute a specific participant, hover over the microphone and select unmute or you can unmute all at the bottom of the screen.

Mute All Upon Entry

1. Be sure you are logged in at www.zoom.us, even if in the courtroom.
2. Click **Manage Participants**
3. You can click more at the bottom of the participant screen and check to mute the participants upon entry so if anyone joins during the hearing they will automatically be muted.
4. You may also tell the participants that when their case is called, they should unmute themselves.



Breakout Room

1. Be sure you are logged in at www.zoom.us, even if in the courtroom.
2. If you would like to put the participants to a breakout room, you click **Breakout rooms**

Freddie Burton

Audio Start Video Invite Manage Participants Share Screen Record Breakout Breakout Rooms Lock Meeting More End Meeting

Breakout Rooms - Not Started

- Breakout Room 1 Assign
- Breakout Room 2 Assign
- Breakout Room 3 Assign
- Breakout Room 4 Assign
- Breakout Room 5 Assign

All existing rooms will be replaced.

Assign 1 participants into 1 Rooms:

☐ Automatically ☒ Manually

1 participants per room

Recreate All Rooms

Recreate Options Add a Room Open All Rooms

Additional Training

Zoom Training: <https://info.courts.mi.gov/virtual-courtroom-info?hsLang=en>