# Virtual Courtroom Resource Center & Recommendations
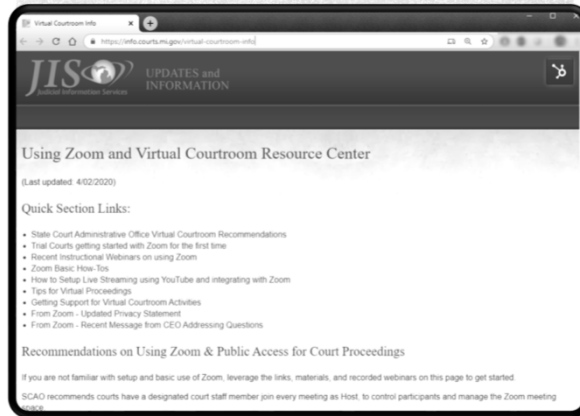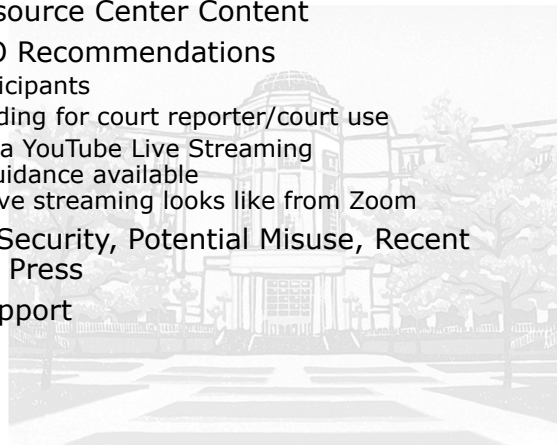
**https://info.courts.mi.gov/virtual-courtroom-info**

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# Today's Agenda

- Review the Resource Center Content
- Highlight SCAO Recommendations
  - Controlling Participants
  - Making a Recording for court reporter/court use
  - Public Access via YouTube Live Streaming
    Step-by-step guidance available
    What starting live streaming looks like from Zoom
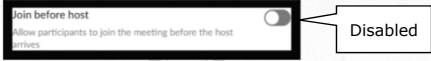- Zoom Privacy/Security, Potential Misuse, Recent Scrutiny in the Press
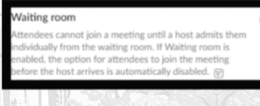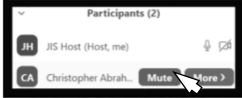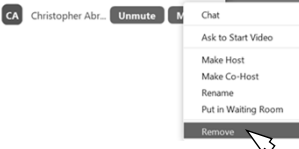- How to Get Support
- Q & A

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# Controlling Participants

**If you leverage Zoom features, a Host can exert full control of a meeting/proceeding**

- Control when a meeting is active

  Join before host
  Allow participants to join the meeting before the host arrives
  *Disabled*

- Control when participants have been admitted

  Waiting room
  Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.
  *Enabled*

- Control audio (mute)

  Participants (2)
  JH  JIS Host (Host, me)
  CA  Christopher Abrah...  Mute  More >

- Control sharing of screens/files from participants

  ✓ One participant can share at a time
  Multiple participants can share simultaneously
  Advanced Sharing Options...
  Share Screen  Chat  Record  Breakout Rooms  Mo

- Remove participants if necessary

  CA  Christopher Abr...  Unmute
  Chat
  Ask to Start Video
  Make Host
  Make Co-Host
  Rename
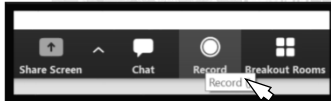  Put in Waiting Room
  Remove

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# Zoom Recording for Court Use

- Enable Cloud Recording (we don't recommend using the "Local recording" option);
- From Meeting Settings under Email Notification enable "When a cloud recording is available";
  the email account you use to login to Zoom will receive a notification when Zoom finishes processing the recording of a meeting, and that email will include a link that you can share with your Court Reporter to allow them access to the recording files;
- After the Host starts a meeting, the Host should select the Record option from the control bar to begin recording.
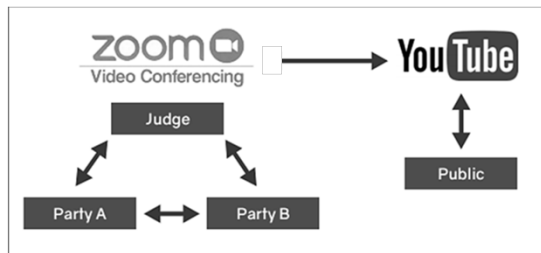
  Share Screen  Chat  Record  Breakout Rooms
  Record

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# Public Access via YouTube

Michigan courts need a way to provide public access to court proceedings taking place in Virtual Courtrooms. This can be accomplished by outputting a live stream from Zoom to a Google/YouTube streaming channel.

Zoom connects the hearing participants together so that they can interact, and YouTube allows the public to watch what is happening in the Zoom meeting. The graphic below illustrates these connections.



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# Public Access via YouTube

- Step by step instructions for setup are on the Resource Center web page
- This setup takes time – there is a 24hr waiting period to enable live streaming capability after account setup



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# Public Access via YouTube

Live on YouTube

Share Screen | Record | Breakout Rooms | More | End Meeting

- The first time launching streaming from Zoom, you will be asked to grant certain permissions – this is a one-time process and should be accepted in order to proceed
- Once the streaming has started, the Host can close the YouTube browser tab and continue to manage the meeting.
- Streaming stops if you select Stop Streaming, or when you end the meeting.

zoom

Broadcast Zoom Meeting to YouTube Live

G  Connected | Christopher Abraham | Not me

Zoom meeting title on YouTube

Court Proceeding

Privacy

Public

Go Live!

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# Zoom Security & Secure Use

Links to important information from Zoom on the Resource Center Page (will update if additional information is made available)

- https://zoom.us/privacy
- From the CEO: https://blog.zoom.us/wordpress/2020/04/01/a-message-to-our-users/

Using Participant Control will stop "Zoombombing"

Zoom provides Encryption, but not "end-to-end" encryption by the technical definition; it is secure from outside influence, but Zoom employees technically have access to the data streams (though this is against policy)

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# Support for Virtual Courtroom

- If you have challenges with Zoom controls or YouTube live streaming, please first consult online support
  - for Zoom: https://support.zoom.us/
  - or YouTube: https://support.google.com/youtube/
- If you are experiencing network or performance issues, please consult your local court/county IT resources.

- For questions about Virtual Courtroom setup and guidelines, please email virtualcourtsupport@courts.mi.gov

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# Questions & Answers

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