



Thirteenth Judicial Circuit



USER GUIDE

HOW TO BEGIN USING ZOOM FOR COURT HEARINGS

Many judges of the Thirteenth Judicial Circuit use Zoom™ for remote appearances. To access their unique Zoom™ hearings plus any necessary meeting ID and password please scan the QR Code.

Follow the link provided to view the Judiciary's Remote Court Hearings Information Page.



More information on reverse side...

HOW TO ATTEND ZOOM™ VIDEO CONFERENCE/HEARING

BEGIN BY INSTALLING ZOOM™ for smartphones and tablets, download Zoom™ from the Play Store or App Store. For your desktop computer, laptop or notebook device with webcam and microphone, please visit www.zoom.us and follow the instructions to download the app.



- 1) **LOG ON TO:** www.zoom.us or open the Zoom™ application
- 2) Click on Join a Meeting
- 3) Enter your Meeting ID
- 4) Enter your password, if required

You will be prompted to JOIN with video. Confirm that both audio and video have been activated for the Zoom™ session.

USING ZOOM FOR COURT HEARINGS

- **The Zoom™ application is free** for iOS and Android devices and accessible via Windows desktop or MacOS computers.
- **We recommend that you test** your speaker, microphone, camera and internet connection before your Zoom™ scheduled hearing.
- Any video recording, audio recording, photographing, taking screenshots, and/or reproducing of the livestream is **strictly prohibited**.

ZOOM WAITING ROOM

- The Zoom™ Hearing Docket will be configured to allow early entrants to be placed into a "Waiting Room" until the case is called.
- If a Zoom™ Hearing participant becomes disconnected at any time, the participant will need to reconnect/call back in.

NO INTERNET CONNECTIVITY: JOIN VIA TELEPHONE

- Dial: 1-786-635-1003
- Enter your Meeting ID when prompted followed by #.
- Enter your Password if required when prompted followed by#. Please listen carefully and follow instructions.