

# **How to Appear Remotely in Court**

## **Before the Hearing**

- An email invitation will be sent with the Meeting ID, password, and dial-in number. Contact the court or your attorney if you do not receive this information.
- Go to [www.zoom.us](http://www.zoom.us) to download the free Zoom app on your computer or smartphone (no account is needed). You can also join the meeting with just a telephone - a computer is not required.

## **Day of the Hearing**

- If you do not get an invitation, contact the court or your attorney.
- 5 minutes before your scheduled start time, click the "join meeting" link or join the meeting by phone. If you are joining by phone only, call the dial-in number. You can also join via Meeting ID - you will need the meeting password to sign in.
- Please re-name yourself with your full name.

## **Hearing Preparations**

- Make sure your laptop, phone, or tablet is either plugged in or has sufficient charge.
- Check to make sure there is enough light in the room so that you can be easily seen on the screen. Use a normal, non-digital background that is clean, uncluttered and distraction-free.
- Be aware of the surrounding environment including sounds and pets—they can be distracting. It is highly recommended that you be located indoors with limited background noise and distractions.
- Attire should be professional and appropriate for an in-person court appearance.
- If you're using a smartphone or tablet:
  - Place the device on a stable surface. Try to refrain from touching the device once connected to a meeting. This will eliminate scrapes and muffle sounds that occur while holding the device in your hand.
- If you're using a computer:
  - Test the microphone. Open the audio settings, select the microphone you wish to use, and test to ensure that the program is detecting your voice.
  - Test the camera. Position the camera at eye-level and within arm's length of your face. This will ensure other participants can see you.

## **During the Hearing**

- Upon joining the hearing all attendees are placed in a "waiting room".
- When the judge is ready, you will be admitted into the hearing. Most of the time when joining, your microphone will be automatically muted.
- Keep your microphone muted unless speaking.
- Look directly at the camera while speaking to ensure your voice is being projected toward the microphone.
- As a reminder, you may not record or broadcast except if in compliance with California Rules of Court, [rule 1.150](#).