

NOTICE OF ZOOM INSTRUCTIONS

You are scheduled to join a virtual courtroom proceeding before the:

HON. KATHLEEN A. RYAN

It is your obligation and responsibility to ensure you have the equipment and networking needed for a successful hearing. If you are unable to do so, you must contact your attorney or the court to request an adjournment. All parties must appear via video on Zoom. Attorneys and agencies are required to use Zoom, the only exception being if there are technical difficulties with their internet service. All other interested parties are also required to use Zoom. The only exceptions to appearing by videos are: technical difficulties with internet service, or the party does not have access to electronic equipment which would allow Zoom participation. An interested party may appear by telephone only if one of the above exceptions exist. Any case that is unable to have a successful Zoom call must be adjourned.

YOU CAN PARTICIPATE IN FOUR WAYS:

1. Direct link:

<https://miscao.zoom.us/my/kathleenryan>

2. Desktop PCs and Laptops:

From the browser, go to the Zoom Web Site

<https://zoom.us>

Join using Meeting ID **248 858 0250**

3. Tablets and Phones:

Install the Zoom App from the App Store or Play Store prior to the call.

At the time of the call, launch the Zoom app and join using:

Meeting ID **248 858 0250**

4. Audio-only via Telephone (if an exception exists):

Dial **(646) 876-9923**

When you receive a prompt, enter the following passcode/access number:

248 858 0250

Connecting to the Virtual Courtroom

Once you connect to the courtroom, you will be placed in a virtual waiting room. You will only be admitted into the virtual courtroom if you have identified your account with your full name. Parties who appear as “iphone” or “248.xxx.xxx” will not be admitted to the virtual courtroom as the court will be unable to identify you.

Courtroom Policy:

1. The call is a court proceeding and therefore an extension of the courtroom. Appropriate conduct and attire are expected and required.
2. The party who has requested a hearing is responsible for serving this notice on all interested persons, and notifying the court by email of who has been served with this notice, and is to provide the chamber’s staff with the email or telephone number for the interested parties at least 3 days before the hearing.
3. Remote participants should use a wired connection, a strong Wi-Fi 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.)
4. Participants must use a private and quiet room that will be free of any disruptive sounds. Participating in the call while outside, in a car or in a public place is not permitted. Video meetings need good, consistent lighting so avoid room with windows or bright lights in the background.
5. Participants must place their mobile devices on a solid surface with the camera at eye level. Do not hold your device in your hand or lay your phone/tablet flat on a surface. Your device must always be stabilized.
6. Please use headphones if available as this limits the feedback from the microphone.
7. Participants should take time prior to the call to become familiar with the controls and test the microphone and speaker controls.

8. If the court determines the quality of the video experience is not acceptable, it has the right to terminate the call.

9. The Judge has full power over remote participants as if they were present in the physical courtroom.

10. Attorneys will not have an opportunity to confer with their client while on the zoom call. Likewise, parties on cases will not be able to discuss the case with their attorney. Once the Zoom call begins, a record is being made. (Note: Attorneys can request the use of a breakout room to meet with clients prior to hearing.)

Failure to comply with any of the above policy will result in the termination of the Zoom call and your matter being adjourned.