

## 52<sup>ND</sup> 1<sup>ST</sup> Division Court Policies Regarding Remote Proceedings

The following is a reminder of your responsibilities and court policies in preparation for the call.

### Technical Responsibilities:

- The court does not provide technical assistance for testing or troubleshooting. Additionally, the court does not provide time during court proceedings to troubleshoot issues.
- Directions for testing your device and networking prior to the proceeding can be found at <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->
- Remote Participants should take time prior to the call to become familiar with the Zoom controls and test your devices mic and speaker controls.
- If you are having technical issues with your equipment, you should review Zoom training and support materials at Zoom.us.
- Remote participants should use a good LAN, WiFi, or substantial LTE connection to ensure a quality call. (Note: Mobile data use may incur cellular carrier charges which are the responsibility of the remote participant.)

### Local Court Policy:

- ***Do not share Meeting ID with individuals who are not a witness or party to the case. Currently courtrooms are open to the public to watch proceedings, only parties to the case may log in on Zoom.***
- The call is a court proceeding and therefore an extension of the court room and appropriate conduct and attire is required.
- Remote Participants must use a private and quiet room that will be free of interruptions. (Outdoor, car, or public places are not permitted.) Also, video meetings need good, consistent lighting so avoid rooms with bright windows and / or back-lighting.
- Remote Participants must place their mobile devices on a solid surface with the camera at eye level. Do not hand-hold mobile devices and do not lay phones or tablets flat on a desk or tabletop!
- The court has the right to terminate the call / proceeding if the video experience is not acceptable.
- The judge has power over the proceeding and participants as if they were present in the physical court room.
- Change your “device name” to identify yourself.

### Connecting to the Virtual Court Room at the time of the proceeding:

- Windows Desktop PCs and Laptops: Go to the Zoom Web Site (zoom.us). Click on “Join a Call”. Join using Meeting ID **JUDGE BONDY 221 628 8273 JUDGE LAW 956 115 9508 JUDGE REEDS 565 988 1689 MAGISTRATE 670 773 1341**
- Apple and Android Tablets or Phones: Install the Zoom App from the Apple or Android Store prior to the call. Launch the Zoom app at the time of the call and join using Meeting ID **JUDGE BONDY 221 628 8273 JUDGE LAW 956 115 9508 JUDGE REEDS 565 988 1689 MAGISTRATE 670 773 1341**