

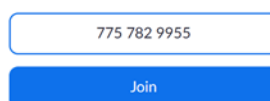
How to Appear in the East Fork Justice Court Using ZOOM

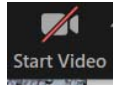
(Preferred) From Computer/Device - Meeting ID: 775 782 9955	OR	Phone Audio: (888) 475-4499 with Meeting ID: 775 782 9955#
--	-----------	---

Zoom is compatible with any computer, tablet or smartphone with a camera, microphone, and speaker.

1. If using a tablet or smartphone:
 - a. Download the **Zoom** app from the Apple App Store for iPhones or Google Play Store for Android
 - b. Open the Zoom App, tap **Join a Meeting** and proceed to Step #3
2. From your computer, browse to <https://join.zoom.us> (not case-sensitive).
3. Enter the Meeting ID **775 782 9955**

Join a Meeting



4. Click **Join**
5. Follow the prompts to **Join with Video**
6. If using a phone or tablet, select **Call Over Internet** to connect to audio. During the meeting, swipe across your phone to see all parties video camera or just the speaking party.
7. If using a computer, select a microphone and speakers -OR- call in using the number **(888) 475-4499**, Meeting ID **775 782 9955#**. (Audio feedback will occur if you use both a computer microphone/speaker and phone. Choose one.)
8. Enable your webcam when asked to do so by the Court by clicking the video camera icon .
9. Unmute your microphone when asked to do so by the Court. Remain muted when not speaking.
10. If your Zoom name doesn't appear as your name, click on **Participants**, hover over or tap your name and select **Rename**.

Troubleshooting

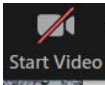
If there is no audio heard from the courtroom, check the following:

- Speakers or headset are not muted and volume is turned up

If the courtroom is unable to hear you, check the following:

- Unmute your microphone
- Move closer to your microphone

If the courtroom is unable to see you on camera, check the following:

- Enable your camera by clicking on this icon 

If your Zoom name doesn't appear as your name

- Click on **Participants**, hover over or tap your name and select **Rename**.

East Fork Justice Court

Remote Hearings Information and Etiquette



Because of COVID-19, the East Fork Justice Court has set specific guidelines for appearances by video. A defendant is to appear in person unless the defendant lives more than 100 miles away, is classified as high risk per CDC guidelines, or has had an exposure to COVID-19 in the last 10 days.

How Do I Know If I Have a Remote Hearing?



All hearings are scheduled for your in-person appearance. Remote hearings are acceptable if the guidelines outlined above are met or by specific court order.

What If I Don't Have Internet or a Phone?



Appear in person. Your assigned hearing requires your presence. If you cannot appear in person and do not have the ability to appear by video or phone, contact your attorney or the court at 775-782-9955.

Will the Court Tell Me How to Join the Remote Hearing?

The instructions for joining the remote hearing can be found on the homepage of the court's website at eastforkjusticecourt.com.

How to Get Ready for Your Remote Hearing



Make sure you have good Internet connection.



Download Zoom (or other app your court uses). Practice with the app so you feel comfortable.



Charge your computer or mobile device. If you are calling in by phone, make sure you have enough minutes.



Use earbuds or headphones, if you can. This frees up your hands, and improves sound quality.



24-hours in advance of the hearing, provide to the court any evidence, like documents or photos.



Tell the court if you have witnesses. The court will tell them how to join the hearing.

How to Get to the Remote Hearing

Choose an option...

Zoom App: Open the app, tap **Join a Meeting**

Web Browser: join.zoom.us

Meeting ID 775 782 9955

Get Your Space Ready!



- Find a quiet place where no one will interrupt you.
- Sit in a well-lit room, with no bright lights behind you.
- Have all your documents ready and available.
- Log on to the remote hearing well in advance of the start time. Ensure to add your name to the connection so you can be checked in.

Look Good, and Use Appropriate Behavior!



- Keep the camera at your eye level, in a secure location. Do not move around with your camera.
- Look at the camera, not the screen, when speaking.
- Dress neatly. Wear soft solid colors.
- Remember you are in a courtroom. Use proper behavior, no smoking, drinking, eating or other activities.

Sound Good!



- Mute yourself when not speaking!
- Pause before speaking in case there is any audio/video lag.
- Talk slowly and do not interrupt.

What Should I Expect During the Hearing?



At the start of your hearing, the judge will take you from a "waiting room" to the "hearing room." Only the people in your case will be in your hearing room.



The judge will make sure you can hear and talk, and go over all the rules.



You will see a picture or name of each person in your hearing on your screen. The first one you see is the person who is speaking.



Your hearing is live and will be recorded. Everyone there can hear what you say. It may even be open to the public.



The judge decides most cases at the end of the hearing.



Important! You may be connecting from home, but it is still a court hearing. Pay attention, show respect for others, and follow all rules.