

Instructions for How to Appear Remotely

Case No. _____

Scheduled Activity	
Date	Time

ZOOM MEETING INFORMATION
Meeting Link:
Meeting ID:
Meeting Password:

Note: Zoom meeting information should be treated as confidential and not shared with anyone who is not a party to the case.

HOW TO APPEAR REMOTELY

Parties may appear at the hearing either by video or by phone using Zoom, a remote conferencing service provided for free.

Instructions to Appear by Video Using a Computer

1. Copy and paste the Meeting Link shown above in your web browser **OR** go to zoom.us, click "JOIN A MEETING," and enter the Meeting ID shown above.
2. Enter the Meeting Password shown above.

Note: To appear by video using a computer, you are not required to download any software to use Zoom. You will need a web camera and microphone connected to your computer. If you do not have a microphone connected to your computer, follow the directions to appear by phone provided below. If you have a microphone connected to your computer, do not also call in by phone. Doing so will create audio feedback during the session.

Instructions to Appear by Video Using a Smart Phone

1. Download the ZOOM Cloud Meetings app to your smartphone. (The app is free.)
2. Click "JOIN A MEETING."
3. Enter the Meeting ID shown above.
4. Enter the Meeting Password shown above.

Note: To appear using a smartphone, download the app in advance of the scheduled court hearing. Be sure your phone is adequately charged because using Zoom will significantly drain the phone's battery life.

Instructions to Appear by Telephone Only

1. Call the following number: 1-312-626-6799 (phone number for the Zoom Central Time Zone)
2. Enter the Meeting ID shown above.
3. Enter the Meeting Password shown above.
4. If that phone number listed in Step 1 does not work, try one of the following numbers by location:
 - a. 1-646-558-8656 US (New York)
 - b. 1-346-248-7799 US (Houston)
 - c. 1-669-900-9128 US (San Jose)

Comments/Special Instructions: _____