



# Remote Hearings Interpreting via Zoom

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## Video/Audio Conferencing Guide

June 5, 2020

Thank you for providing interpreting service via web conference. The remote court hearing will be conducted using Zoom. This guide provides instructions and tips for how to log onto the web conference platform and participate in the remote hearing.

### What equipment do you need?

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- Video and Audio: You may use a computer, laptop, tablet, iPad or a smart phone. The device must have a video camera and microphone, and access to internet or wifi.

If your device does not have a camera or microphone, you may still log in by following the steps below and call in using a landline or mobile phone. In this way, you will be able to view the court proceeding. You will not be seen by the participants, but can be heard.

- Phone: If you are unable to participate via video, you may participate via audio only. You may use a landline or mobile phone. A toll free number will be provided.

### Who will be participating in the remote hearing?

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During the remote hearing, you will be able to see the judge, attorneys and litigants. The court clerk will manage the hearing much like an in-person hearing. You may be temporarily placed in the virtual lobby or waiting room until the case you are interpreting for is called by the court. As in any court proceeding, the judge will instruct the participants when it is time for each participant to speak.

### How do you prepare for the remote hearing using Zoom?

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The court will provide you with the remote hearing login and call-in information. Before the hearing date, it is highly recommended that you test your equipment. You may TEST using this link: <https://zoom.us/test>

You may also download the Zoom App on your device to make login in easier and faster. Please follow the instructions on the second page, "How to Join a Remote Hearing". If you have any questions or need additional guidance, please contact the court before the hearing date and time.



# How to Join a Court Remote Hearing Using Zoom

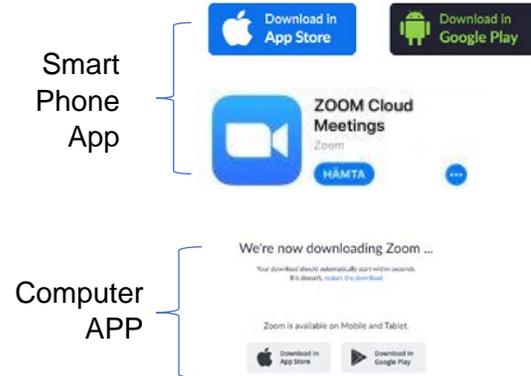
This guide provides step-by-step instructions for joining a Court Remote Hearing via Zoom. Use one of the three options below: 1) Use the Zoom App; 2) Use your web browser; or 3) Call-in.

**Please have the meeting information and your telephone with you at all times during the meeting. In the case of a technical difficulty or disconnection, promptly call in to the meeting using your telephone and the call-in number. See option #3 for call in instructions.**

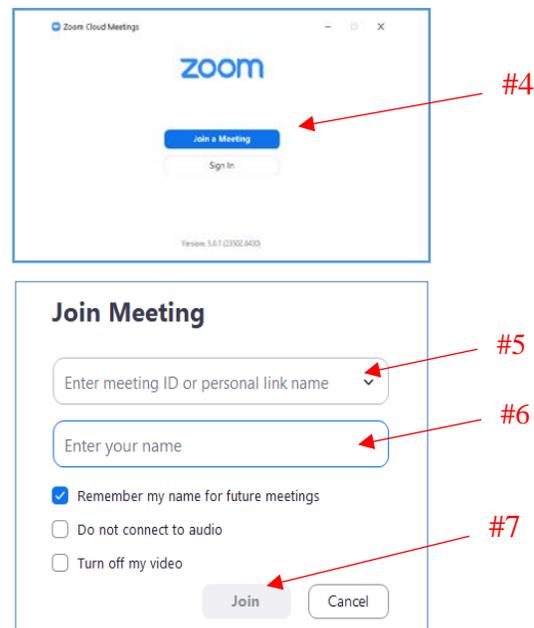
## OPTION 1 – Download the Zoom Application on your device

Download the Zoom App at least one day before your scheduled hearing date. This will enable you to test out your device and equipment.

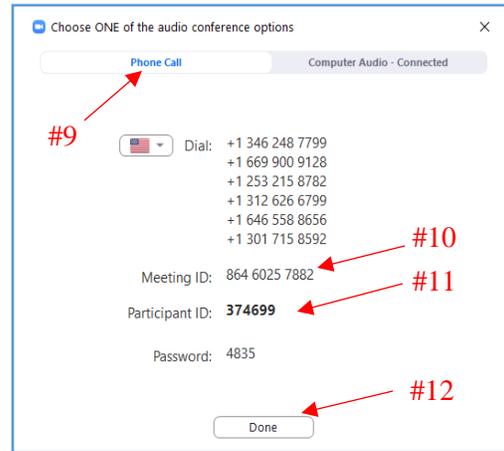
1. Download the Zoom App on your smart device.
2. On your computer or laptop, you may download using this link: <https://www.zoom.us/support/download>
3. On the date of your court hearing, open the app.



4. Click JOIN MEETING
5. Enter Meeting ID provided by the court.
6. **Enter your name. This will help court staff check you in for the hearing.**
7. Click JOIN.



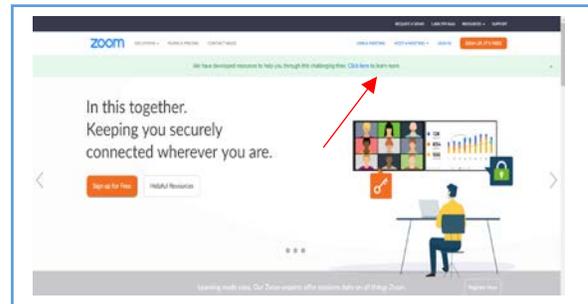
8. If your device **does not have a microphone**, a prompt to choose your audio will appear.
9. Click PHONE CALL. Dial one of the numbers provided.
10. When prompted, enter the MEETING ID followed by the # sign.
11. When prompted, enter the PARTICIPANT ID followed by the # sign.
12. Click DONE.



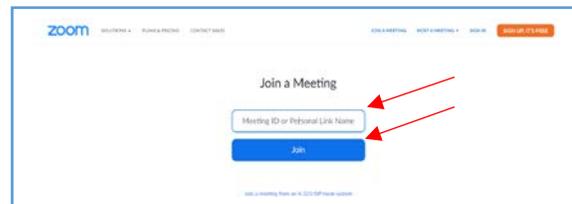
## OPTION 2 - Join using the desktop client. No downloading of the Zoom App.

You may use any browser: Use any of the following web browsers: Chrome, Firefox, Microsoft Edge, Safari, Internet Explorer 10 or higher.

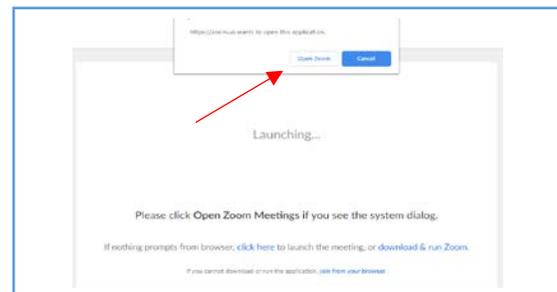
1. Go to [www.Zoom.us](http://www.Zoom.us)
2. Click JOIN MEETING

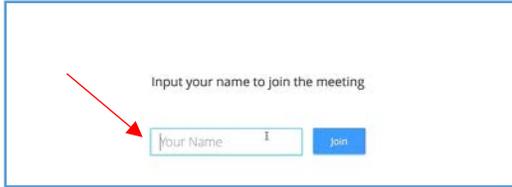
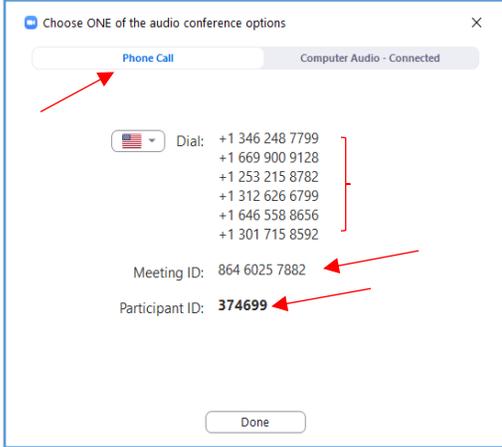


3. Enter the MEETING ID number provided by the court.
4. Click JOIN.



5. Zoom will launch. Click OPEN ZOOM.



<p>6. <b>Enter your name. This will help court staff check you in for the hearing.</b></p> <p>7. Click JOIN.</p>	 <p>A screenshot of a Zoom interface showing a text input field labeled "Your Name" and a blue "Join" button. A red arrow points to the input field. Above the field, the text reads "Input your name to join the meeting".</p>
<p>8. If your device does not have a microphone, a prompt for you to choose your audio will appear.</p> <p>9. Click PHONE CALL. Dial one of the numbers provided.</p> <p>10. When prompted, enter the MEETING ID followed by the # sign.</p> <p>11. When prompted, enter the PARTICIPANT ID followed by the # sign.</p> <p>12. Click DONE.</p>	 <p>A screenshot of a Zoom dialog box titled "Choose ONE of the audio conference options". It has two tabs: "Phone Call" (selected) and "Computer Audio - Connected". Under "Phone Call", there is a list of dial-in numbers for the United States: +1 346 248 7799, +1 669 900 9128, +1 253 215 8782, +1 312 626 6799, +1 646 558 8656, and +1 301 715 8592. Below the numbers are the "Meeting ID: 864 6025 7882" and "Participant ID: 374699". A "Done" button is at the bottom. Red arrows point to the "Phone Call" tab, the list of numbers, the Meeting ID, and the Participant ID.</p>

<p><b>OPTION 3 – Join by phone</b></p> <p>You may join a court remote hearing if you do not have access to a computer, laptop or mobile device or internet. You may call in using a land line phone or a cell phone.</p>	
<p>1. Dial the phone number provided by the court in your hearing notice.</p> <p>2. Key in the MEETING ID provided by the court. This is a 10 digit number. Press the # key.</p> <p>3. You will be prompted to enter your Participant ID number. If you do not have one, press the # key.</p>	 <p>A blue square icon containing a white telephone handset, representing a phone call.</p>
<p>4. <b>Please identify yourself by name when prompted by court staff.</b> This will help court staff check you in for the hearing.</p> <p>5. To mute yourself press *6 on your key pad.</p> <p>6. To get the court’s attention during the hearing, press *9 on your key pad. This will be seen as a raised hand on the Zoom web conference.</p>	 <p>A screenshot of a numeric keypad. The asterisk (*) key is highlighted with a red box. Red arrows point from the asterisk key to the number 6 key and the number 9 key.</p>