

Effective Virtual Court Appearances

September 29, 2020

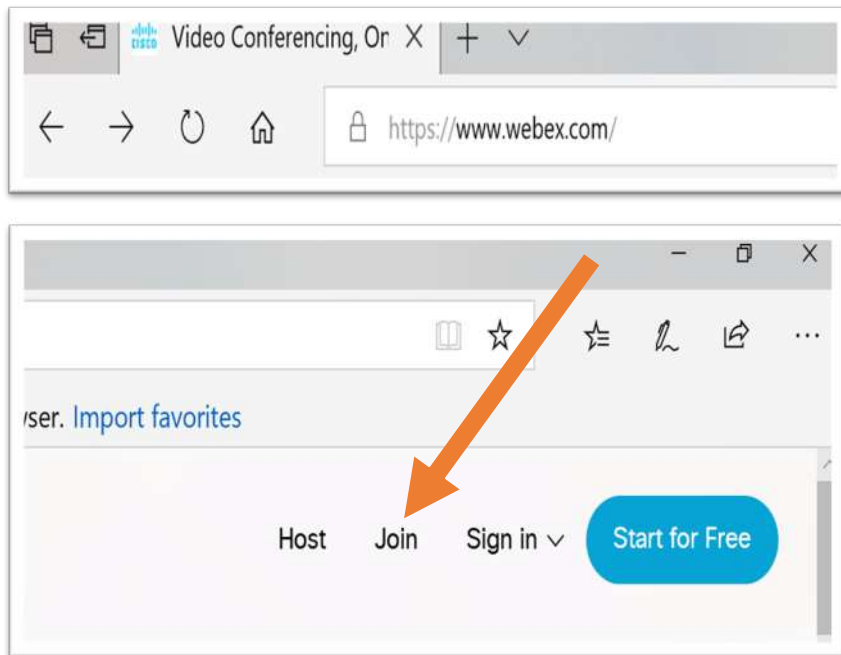
Cisco Webex

Joining a Virtual Court Hearing

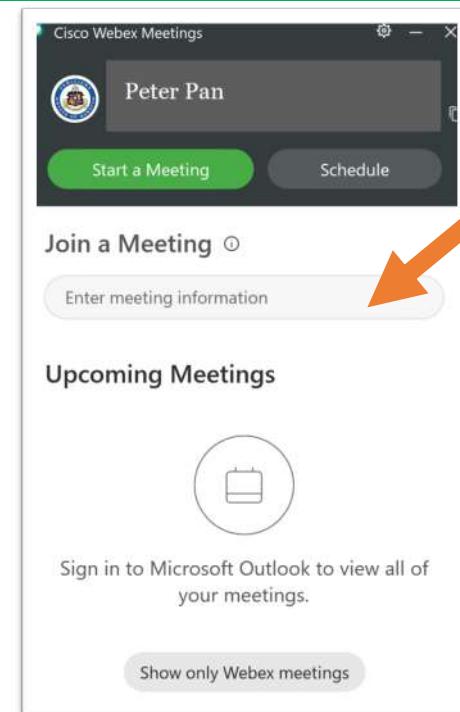
Step 1: Go to Webex.com or Download the Cisco Webex App

Web browser

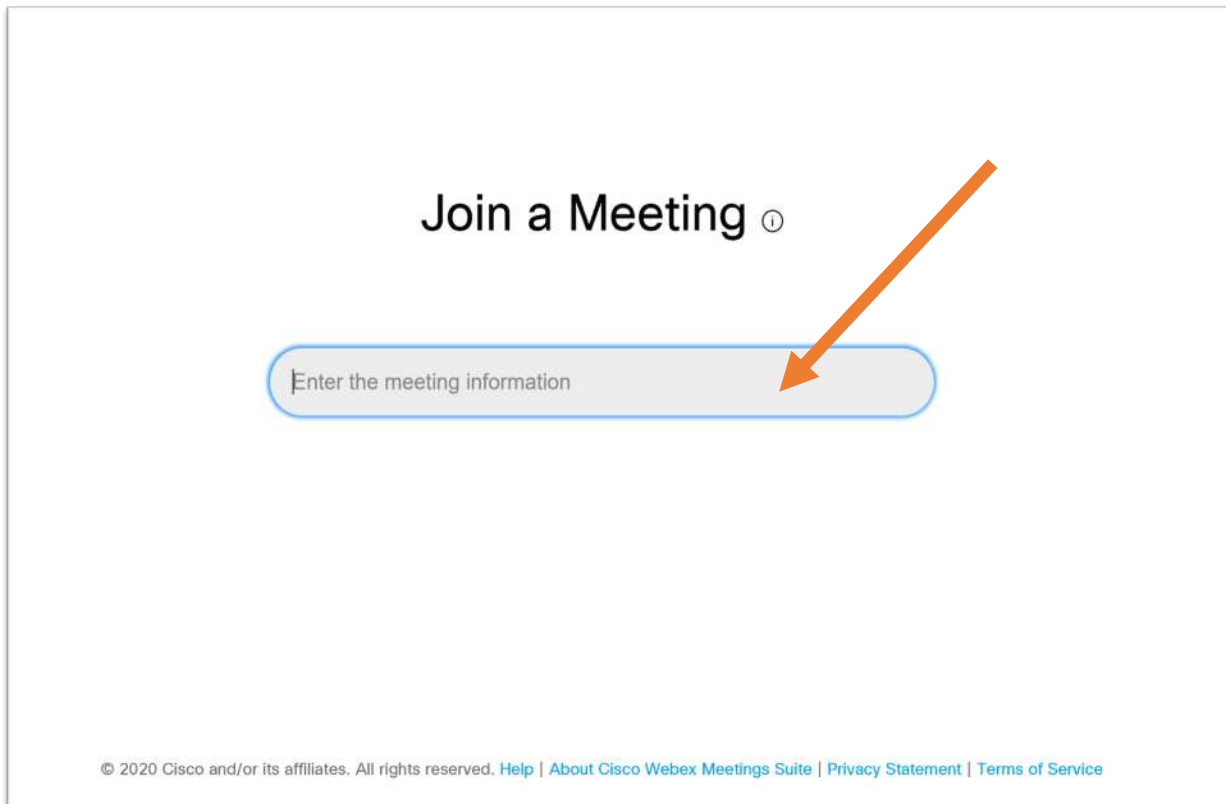
(Google Chrome, Mozilla Firefox, Microsoft Edge)



Google Play – Apple Store Desktop or Smart Mobile Devices



Step 2: Enter the Meeting ID



Join a Meeting ⓘ

Enter the meeting information

© 2020 Cisco and/or its affiliates. All rights reserved. [Help](#) | [About Cisco Webex Meetings Suite](#) | [Privacy Statement](#) | [Terms of Service](#)

The image shows a web interface for joining a meeting. At the top, the text 'Join a Meeting' is displayed with a small information icon to its right. Below this is a light gray rounded rectangular input field with a blue border. Inside the field is the placeholder text 'Enter the meeting information'. An orange arrow points from the upper right towards the right side of this input field. At the bottom of the interface, there is a line of small text containing a copyright notice and several links: '© 2020 Cisco and/or its affiliates. All rights reserved. Help | About Cisco Webex Meetings Suite | Privacy Statement | Terms of Service'.

Step 3: Click Join Meeting

TIP!

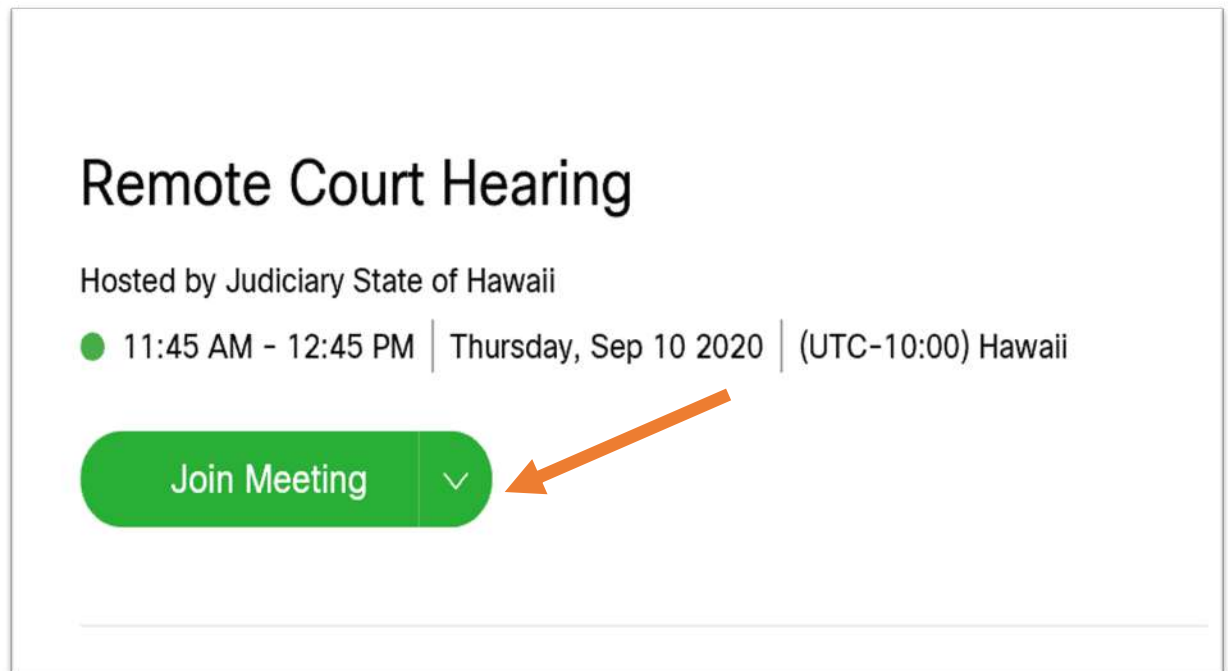
- ✓ You will see the meeting information. Check to see if you are in the correct “virtual courtroom”.

Remote Court Hearing

Hosted by Judiciary State of Hawaii

● 11:45 AM - 12:45 PM | Thursday, Sep 10 2020 | (UTC-10:00) Hawaii

[Join Meeting](#) ▼



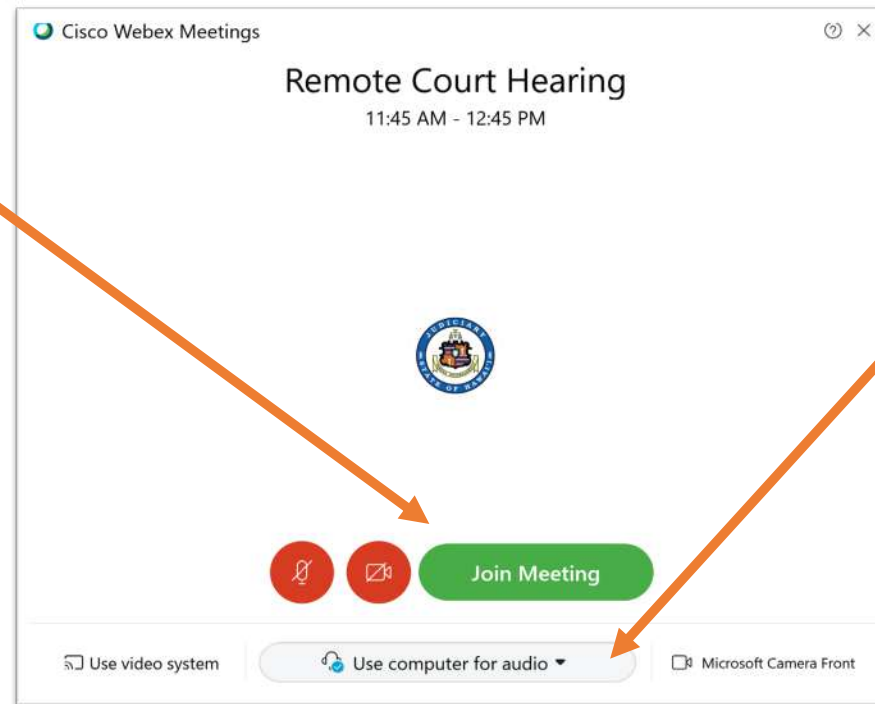
Step 4: Choose Computer or Phone Audio



TIP!

- ✓ If you have a microphone on your computer, you may use that for audio.

Click Join Meeting.



TIP!

- ✓ If you do not have a microphone on your computer, you may use a mobile phone or landline phone to connect.

Click on the down button for call-in option.

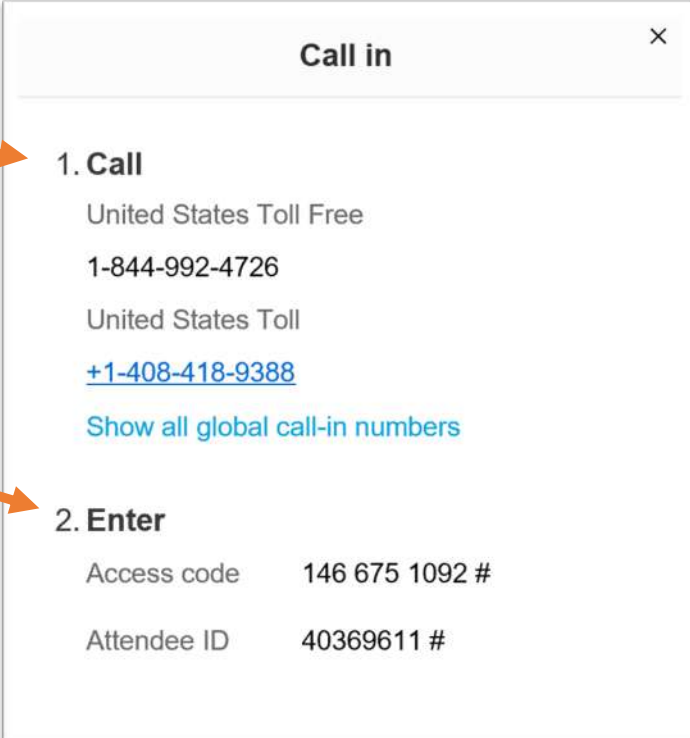
Audio Option – Call In

Call using either the listed Toll free or Toll numbers.

Key in the Access code and the Attendee ID numbers when prompted.

TIPS!

- ✓ Be sure to enter the Attendee ID. This will link your video with your audio.
- ✓ Calling in instead of using your computer for audio may help with your broadband connection.



Call in ×

1. Call

United States Toll Free
1-844-992-4726

United States Toll
[+1-408-418-9388](#)
[Show all global call-in numbers](#)

2. Enter

Access code	146 675 1092 #
Attendee ID	40369611 #

Step 5: Joining the Meeting

OPTION 1 : Cisco Webex App →

TIP!

- ✓ If you are sharing a computer/device with another user (example: a family member), be sure to change your name on the App before joining a court hearing.



OPTION 2 : Web Browser →

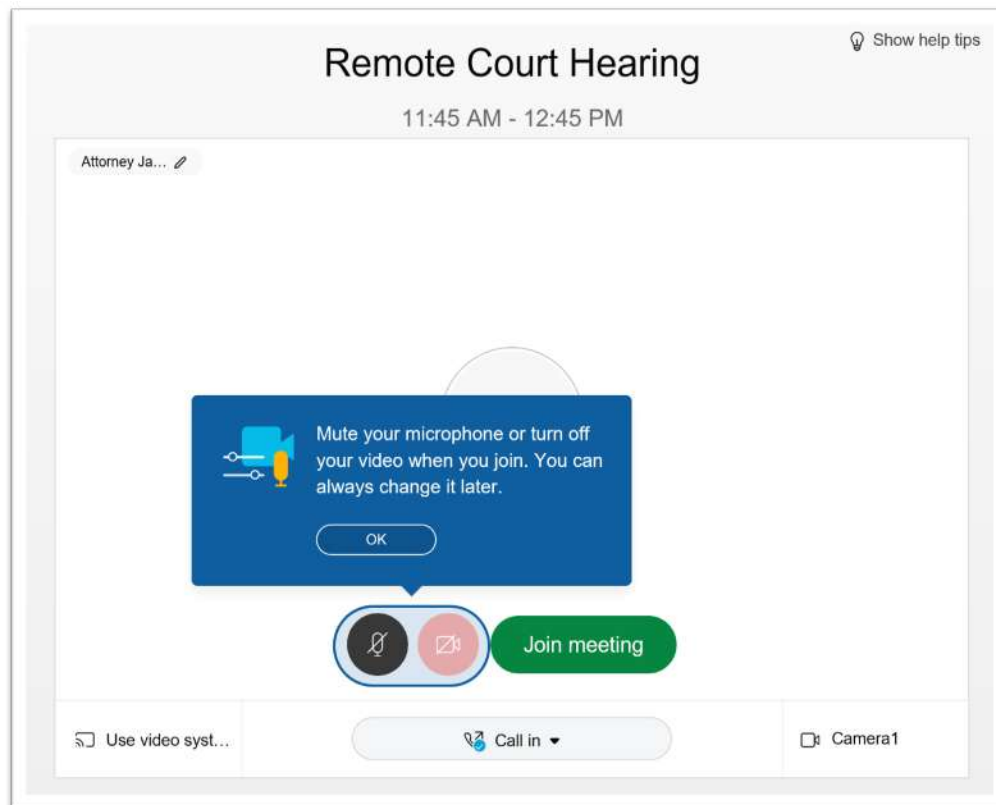
You will be asked to enter your name and an email.

TIP!

- ✓ Be sure to use your legal name so the court can identify you.

A screenshot of a web browser interface for a "Remote Court Hearing" from 11:45 AM to 12:45 PM. It prompts the user to "Enter your information" with two input fields: "Attorney Jane Jones" and "anyemail@yahoo.com". Below these is a blue "Next" button. At the bottom, it says "Already have an account? [Sign in](#)".

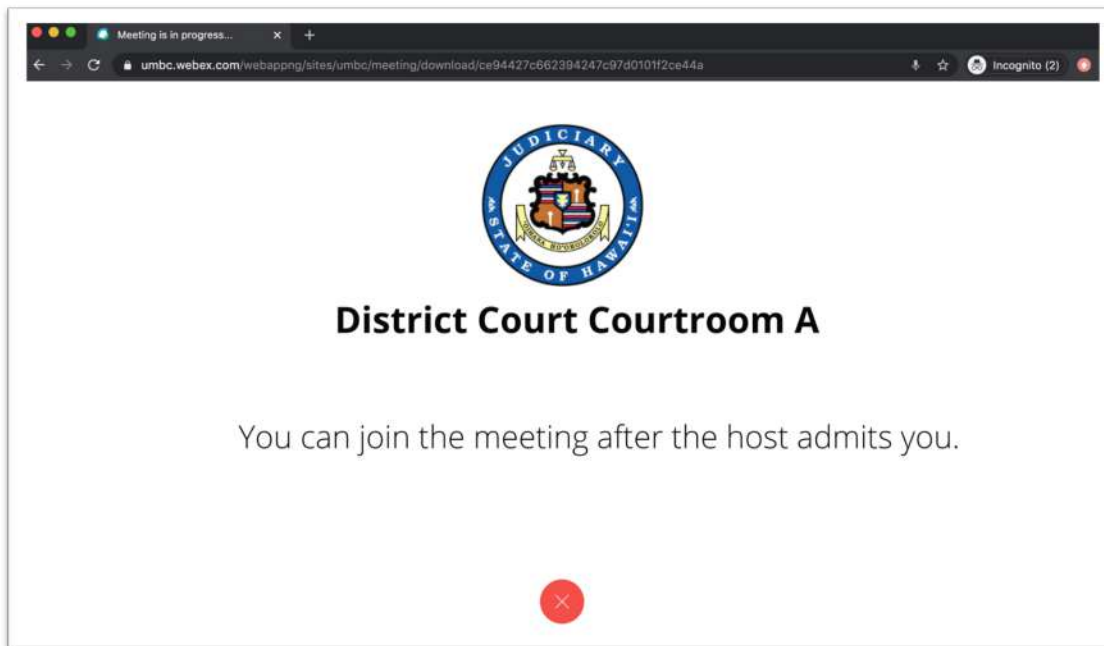
Step 6: Mute your Microphone and turn off your Video before you join the meeting



TIPS!

- ✓ Just like being in a courtroom, you can be seen and heard while on a court video conference.
- ✓ If your microphone is not muted, your side conversations may be heard.
- ✓ Be sure you are situated in an appropriate location and ready to “appear” when you enter the virtual courtroom.

Step 7: Waiting in the Lobby



TIPS!

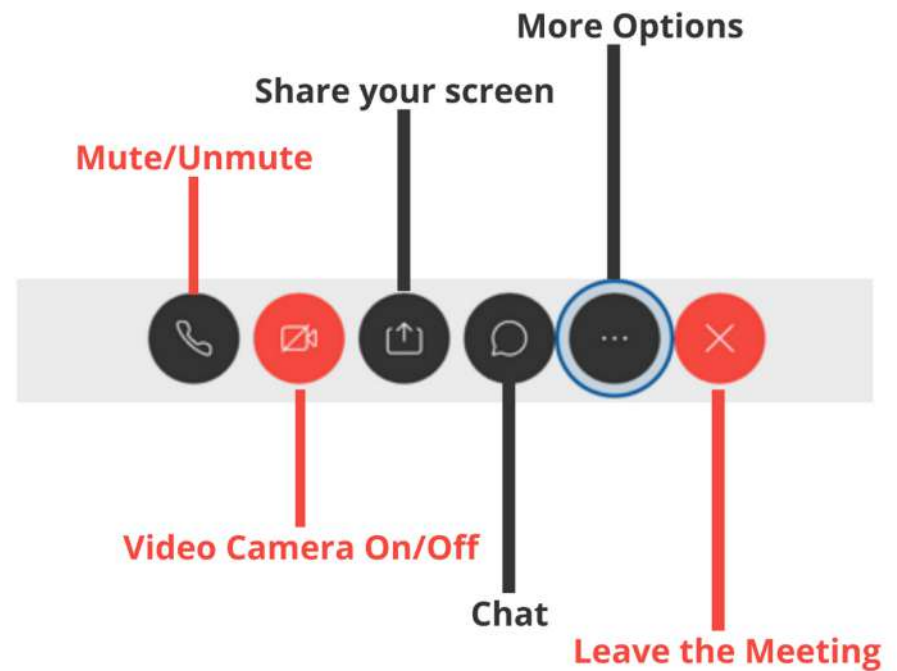
- ✓ You may be placed in a waiting lobby.
- ✓ The court will let you in when ready.
- ✓ Be ready to enter the virtual courtroom with very short notice.

Step 8: In-Meeting Controls

Adjust video view settings

Active speaker

Grid view



Effective Virtual Court Appearances

September 29, 2020

Zoom

Logging In and Joining a Virtual Court Hearing

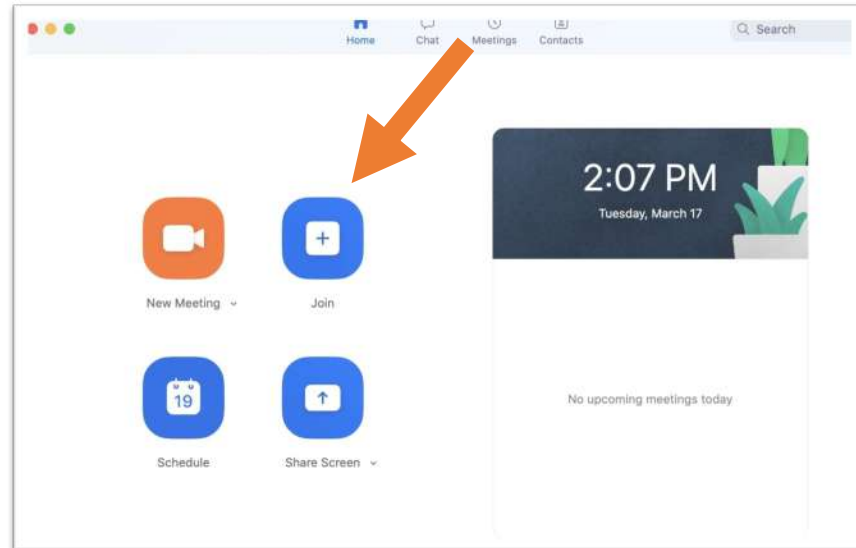
Step 1: Go to Zoom.us on your Web Browser or Download the Zoom App

Web Browser
<https://zoom.us/>



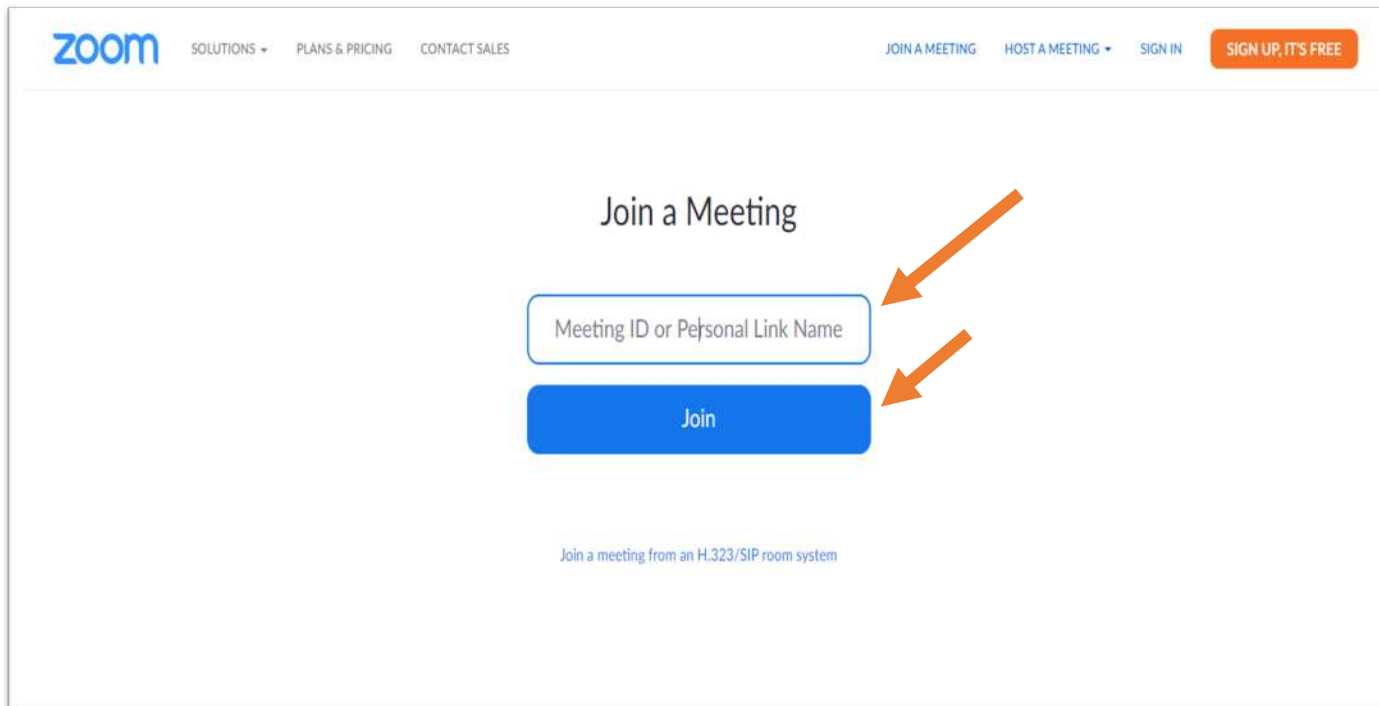
Zoom Application

Google Play – Apple Store
Desktop, Android, and Apple smart
mobile devices



Step 2: Enter the Meeting ID and Click Join

Examples for Web Browser



The screenshot shows the Zoom 'Join a Meeting' page. At the top, there is a navigation bar with the Zoom logo, links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES', and buttons for 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and 'SIGN UP, IT'S FREE'. The main heading is 'Join a Meeting'. Below it is a text input field labeled 'Meeting ID or Personal Link Name' and a blue 'Join' button. Two orange arrows point to the input field and the 'Join' button respectively. At the bottom, there is a link that says 'Join a meeting from an H.323/SIP room system'.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

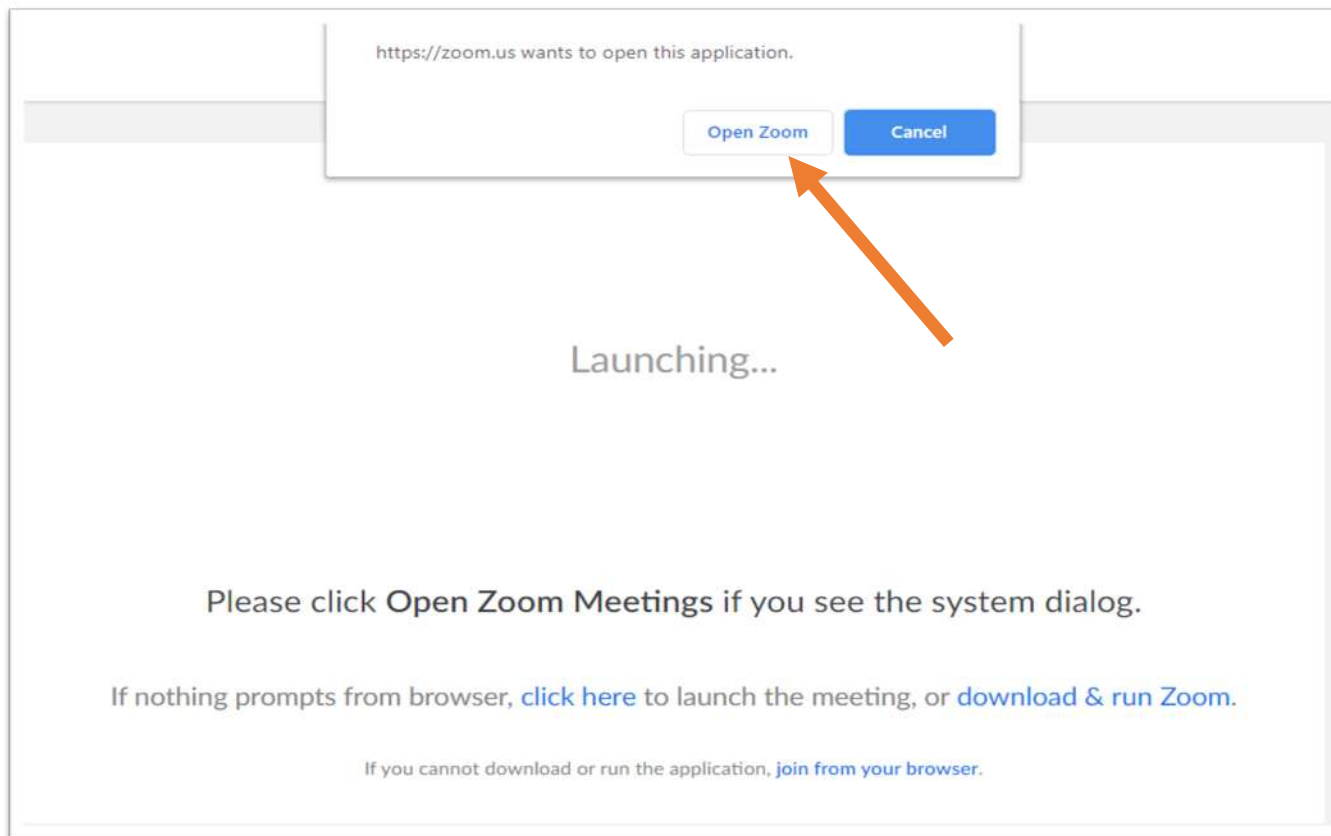
Join a Meeting

Meeting ID or Personal Link Name

Join

[Join a meeting from an H.323/SIP room system](#)

Step 3: Launch and Open Zoom



Step 4: Enter Your Name

TIP!

Use your legal name so the court can identify you.

Input your name to join the meeting

Step 5: Choosing Your Audio Connection




TIP!

- ✓ If you do not have a microphone on your computer, you may use a mobile phone or landline phone to connect.
- ✓ Be sure to use the Participant Meeting ID. This will link your video and audio.

Choose ONE of the audio conference options

Phone Call Computer Audio - Connected

 Dial: +1 346 248 7799
+1 669 900 9128
+1 253 215 8782
+1 312 626 6799
+1 646 558 8656
+1 301 715 8592

Meeting ID: 864 6025 7882

Participant ID: **374699**

Password: 4835

Done



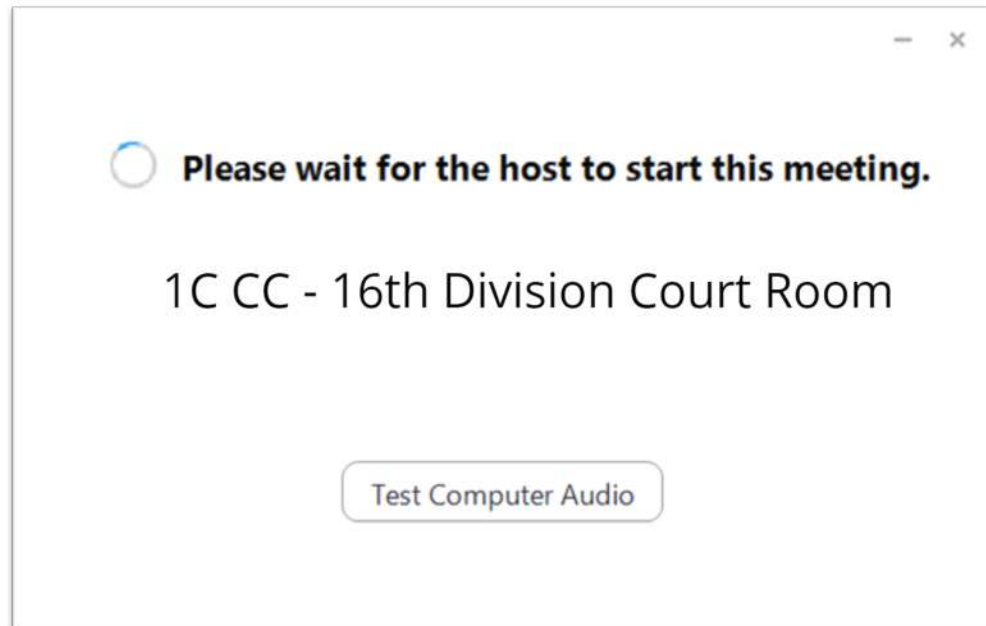
TIP!

- ✓ If you have a microphone on your computer, you may use you Computer Audio.

Step 6: Waiting to Enter the Virtual Courtroom

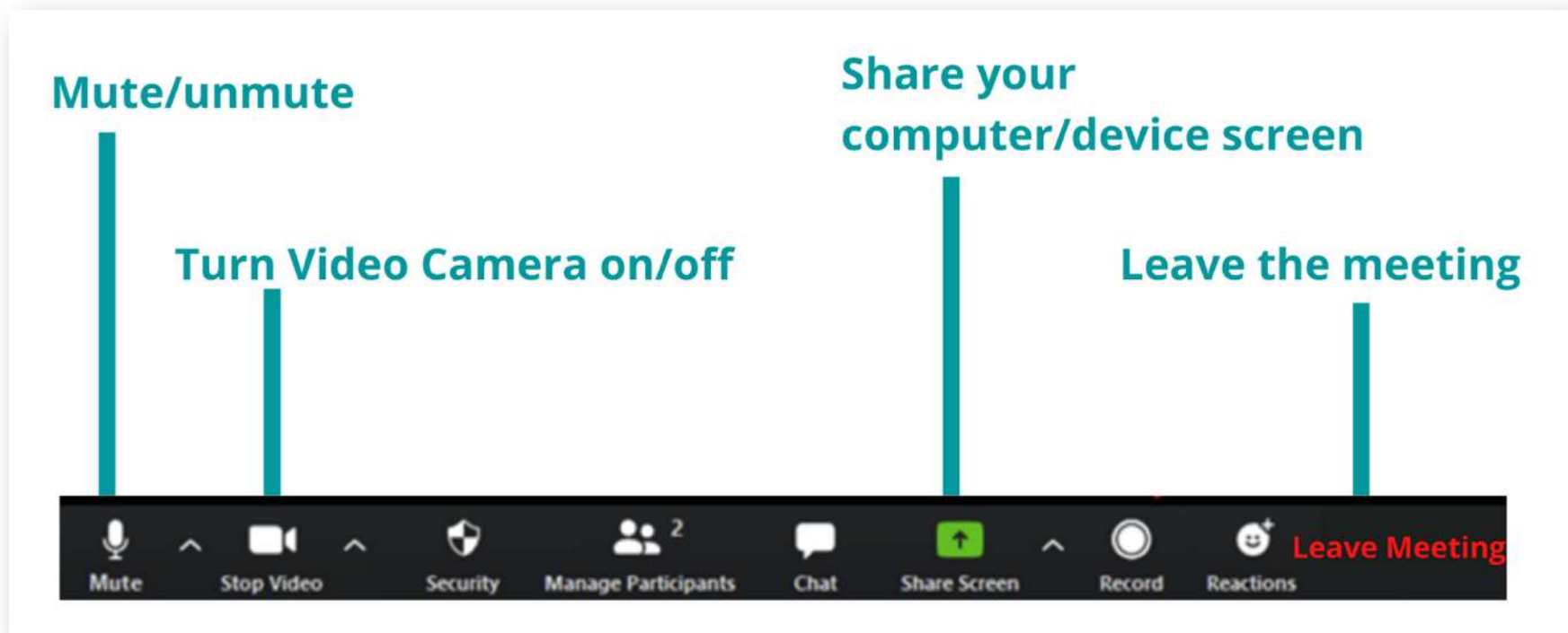
TIPS!

- ✓ Be prepared to enter the courtroom. You may only be given a few seconds notice.
- ✓ There may be a “greeter” who may assist you in renaming yourself, or you may be placed in a breakout room until your case is called.

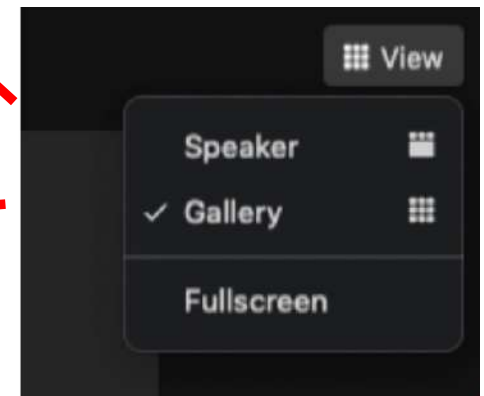
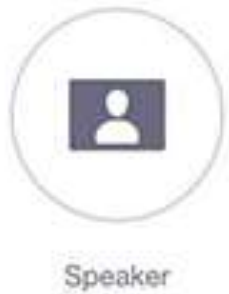


Step 7: In-Meeting Controls

TIP! Not all options in the control bar will be enabled. For example, recording will not be enabled.



Adjust Video View Settings



Additional Resources

Webex Help Center

<https://help.webex.com/en-us/>

Webex Meeting Video Tutorials

<https://help.webex.com/en-us/8bzter/Cisco-Webex-Meetings-Video-Tutorials>

Webex Test Meeting

<https://www.webex.com/test-meeting.html>

Zoom Help Center

<https://support.zoom.us/hc/en-us>

Zoom Video Tutorials

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>

Zoom Tech Support

<https://support.zoom.us/hc/en-us/articles/201362003>

Zoom Test Meeting

<https://zoom.us/test>

Hawai'i State Judiciary Website

<https://www.courts.state.hi.us/>

The screenshot shows the official website of the Hawai'i State Judiciary. At the top, a navigation bar includes links for Home, For Public, For Litigants, For Attorneys, For Jurors, For Media, Language Access, ADA, Access to Justice, and Contact Us. Below this is the Hawai'i State Judiciary logo and a large banner image of a person in traditional attire. A secondary navigation bar contains links for General Information, News & Reports, Self-Help, Services, Courts, Legal References, Community Outreach, and Special Projects & Events. A red arrow points to the 'Services' link in this bar. Below the navigation bar is a red banner with the text 'COVID-19 & THE COURTS: FOR UPDATES, CLICK HERE' and a circular icon. The main content area is titled 'Remote Court Hearings via Zoom or Webex'. On the left, there is a sidebar with a search bar and four service links: eCourt Kokua*, Ho'ohiki, Jobs, and Efiling. The main content area includes a 'Welcome to the Judiciary's Remote Court Hearings Information Page' section, an 'Important Notice' about recording court proceedings, and a 'Quick Links' section. A red arrow points to the 'Quick Links' section, which lists links for interpreters, Zoom hearings, and Cisco Webex.

Home For Public For Litigants For Attorneys For Jurors For Media Language Access ADA Access to Justice Contact Us

Hawai'i State Judiciary

General Information News & Reports Self-Help Services Courts Legal References Community Outreach Special Projects & Events

Home » Remote Court Hearings via Zoom or Webex

COVID-19 & THE COURTS: FOR UPDATES, CLICK HERE

Search this site

eCourt Kokua*
For access to traffic cases; District Court, Circuit Court, and Family Court criminal; District Court and Circuit Court civil; Land Court and Tax Appeal Court; and appellate case information

Ho'ohiki
For access to Family Court civil case information

Jobs
Search for jobs at the Judiciary

Efiling

Remote Court Hearings via Zoom or Webex

Welcome to the Judiciary's Remote Court Hearings Information Page

Here you will learn what a remote court hearing is, if your hearing will be heard remotely, and how to participate if this applies to you.

You will also have access to tips on how to make the most of your video appearance and how to get court interpreting assistance.

Important Notice

Recording a court proceeding is strictly prohibited unless permission is granted by the court. The news media must notify a coordinator of the intent to provide film, videotape or still

Quick Links

For Interpreters

- [Interpreting via Cisco Webex](#)
- [Interpreting via Zoom](#)

Zoom Hearings

- [Step-by-Step Instructions](#)
- [Zoom Meetings Numbers \(First Circuit-Oahu\)](#)
- [Join a Zoom Hearing](#)

Cisco Webex

- [Step-by-Step Instructions](#)

Tech Best Practices

Ensure a good video and audio conference connection to the court.

1. Test your equipment, internet and web conference connections in advance.
2. Check your internet speeds at [Testmy.net](https://testmy.net) and click on the “combined” test button to see your current internet connection speeds.
3. Close all other applications and browser windows you may have open.
4. Disconnect unused devices from the WiFi to free up additional bandwidth.
5. Using a phone to connect for audio instead of the computer microphone may also help free up additional bandwidth.
6. Use earphones or earbuds to hear the proceedings more clearly.
7. Create a backup communication plan in case you have trouble connecting.



Please Note:

- Your screen will identify you during the proceeding. Make sure that the personal identifier on the screen shows your name and not the name of someone in your office or household.
- Try to place your mobile device on a solid surface with the camera at eye level or slightly above eye level.
- Be mindful of what is behind you. Choose a solid neutral wall as a background, if possible.



Please Do:

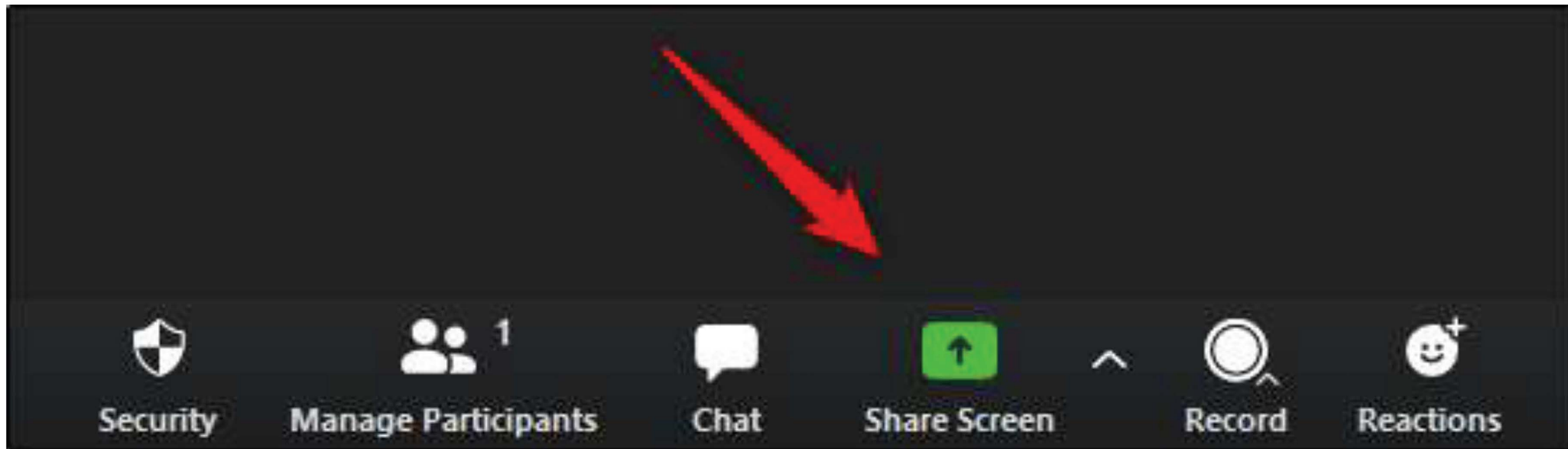
- Make sure there is good lighting. It is best to position a lamp or sit facing a window where light is directly on your face.
- Keep your device on mute when not speaking. This reduces feedback and limits background noise.
- Dress and behave as normally expected of you during a court proceeding. If you become disruptive or there is a need to remove you from the proceeding, you could be placed in the waiting room/breakout room or removed from the virtual hearing.



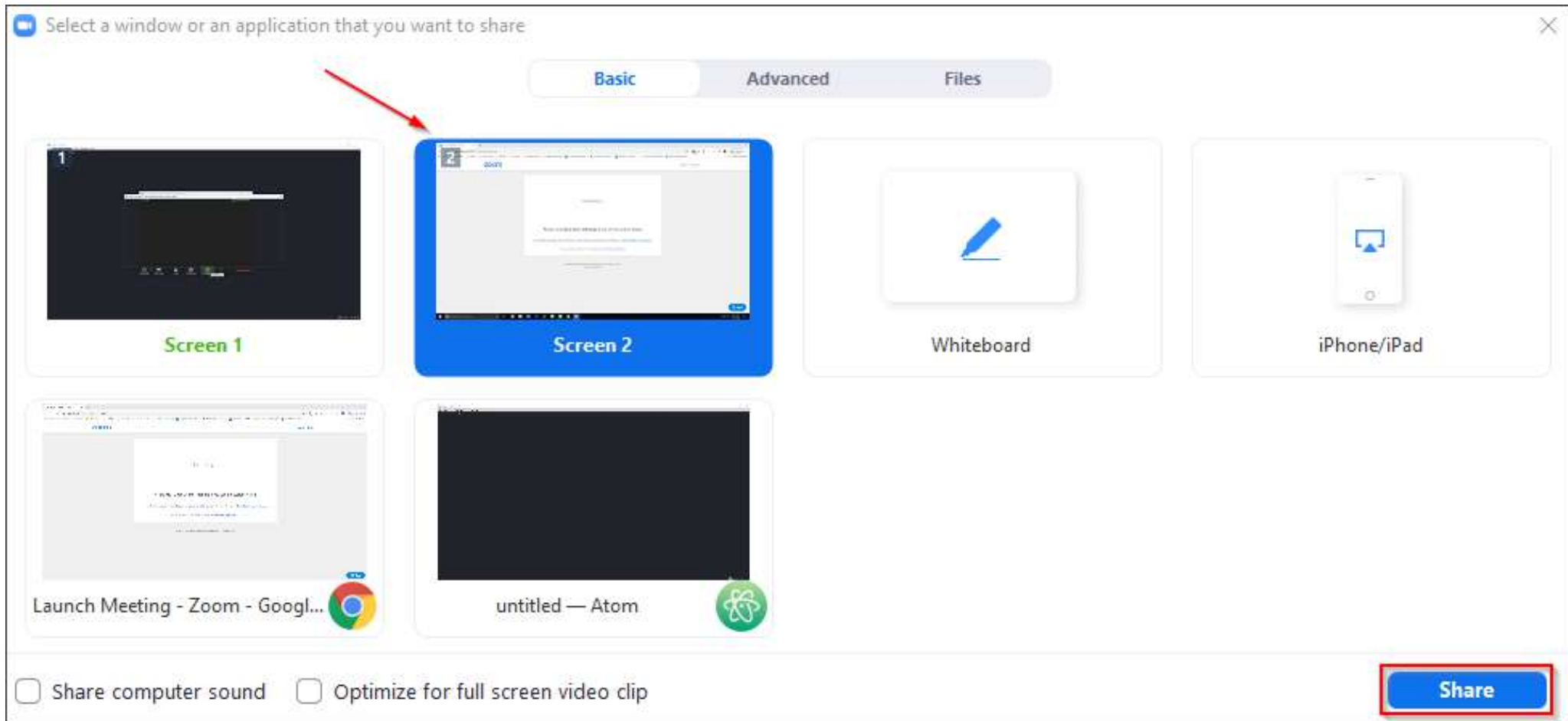
Please Do Not:

- Talk over others. Wait until the judge asks you to speak. Speak one at a time and pause prior to speaking in case there is any audio/video lag.
- Participate while operating a motor vehicle.
- Do other things while on the call/video conference. Pay attention so that you do not miss anything.

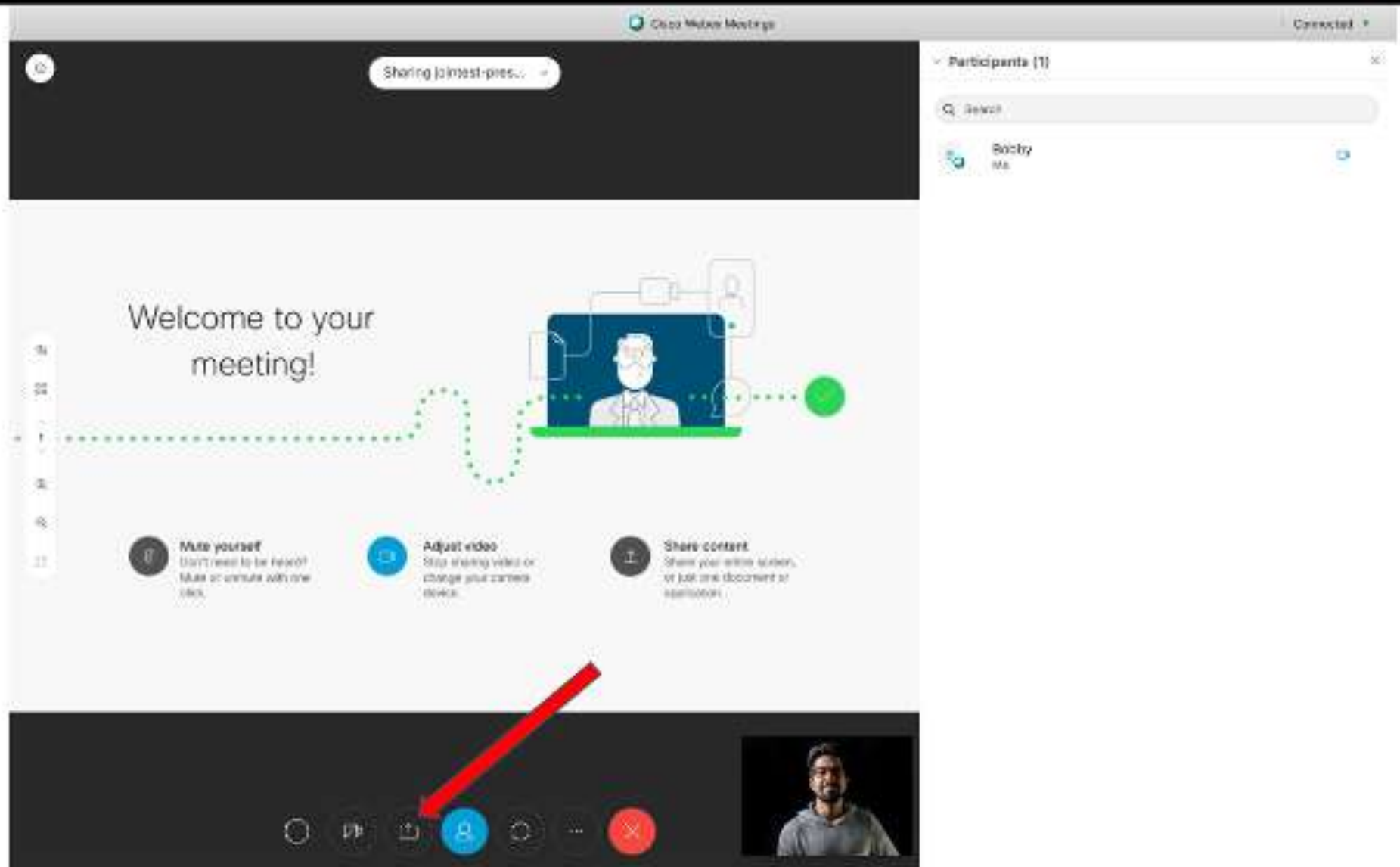
Zoom Screen Share button



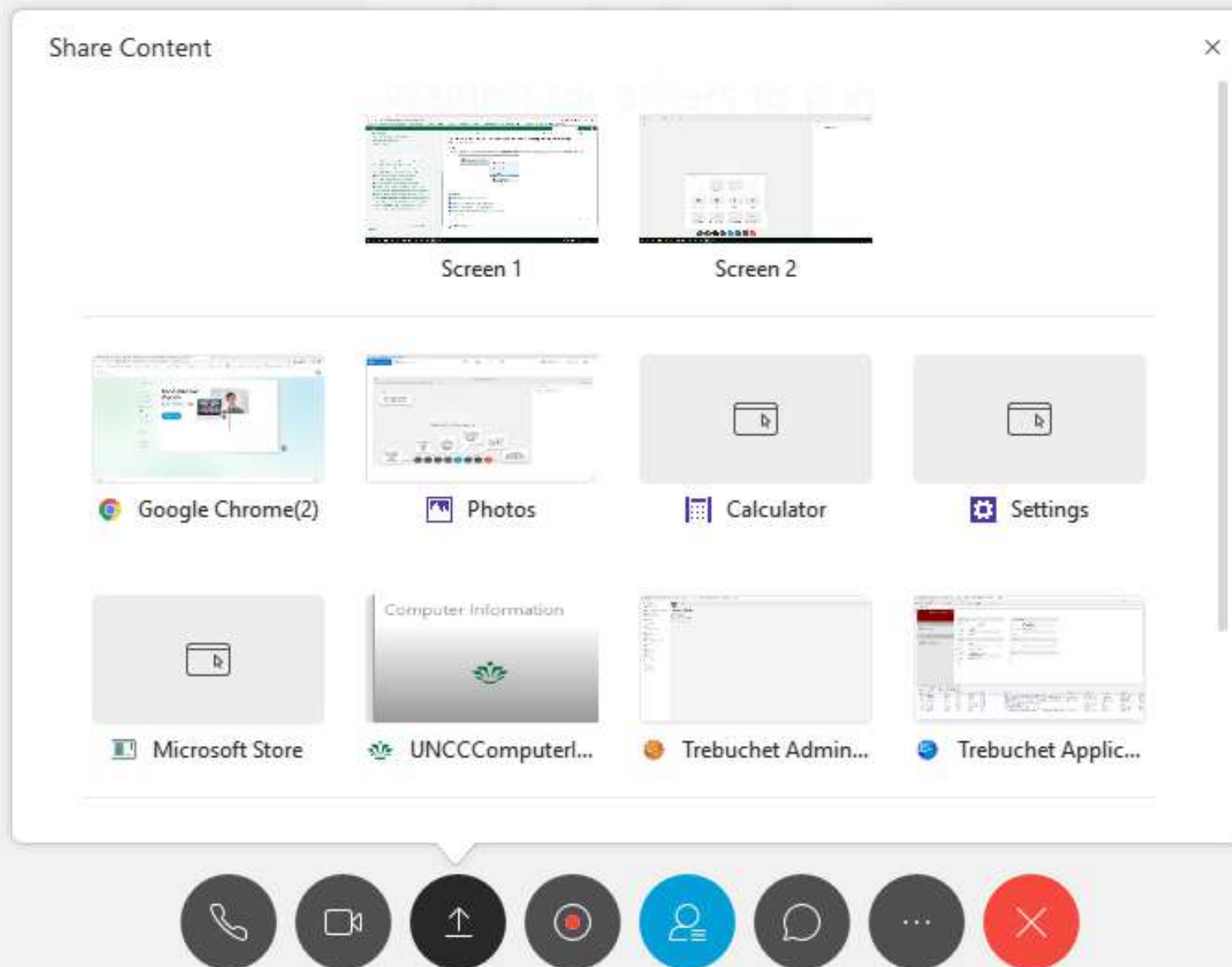
Zoom Screen Share selections



WebEx Screen Share button



WebEx Screen Share selections





“Keyboard Shortcuts”

audio on/off

video on/off



Alt-A

Alt-V



command-shift-A

command-shift-V



“Keyboard Shortcuts”

mute on/off

video on/off



Ctrl-Shift-M

Ctrl-Shift-V



control-option-M

control-option-V