

VIRTUAL COURT APPEARANCE VIA ZOOM

COMMISSIONER TERRY SPIES

Before your hearing date:

- Visit www.zoom.us for more information on how Zoom works. Zoom works on mobile devices such as smartphones and tablets, and on computer desktops that are equipped with both a camera and microphone. You can download the Zoom application onto your device or download the Zoom program if you use a computer (www.zoom.us/download).
- You **do not** need to create or pay for a Zoom account to participate in the hearing.
- Name your device with your legal name.
 - ✓ For Android users: Tap the following sequence: Settings>Quick settings>About device>Device name.
 - ✓ For iPhone users: go to Settings>General, then tap About; Tap Name and rename your device.
- Your Zoom meeting information will be available the Saturday prior to your scheduled appearance date on the court website www.inyocourt.ca.gov for **Inyo County**, click on the *Court Calendar* option under *Important Links*. For **Mono County** go to www.mono.courts.ca.gov. click on the *Court Calendar* option under *Useful Information*. The Zoom Meeting link and information will be displayed on the court calendar. Make sure you select the court calendar for the day that you are to appear.
- If you do not have a camera, you can still participate by phone.

Call: (866) 900-9128
Use the Meeting ID and
Passcode provided on the
court calendar.

On your hearing date:

- Click the Zoom link that is provided on the Superior Court calendar.
- Upon joining the meeting, you may be placed in a “WAITING ROOM”. When the court is ready to start the hearing, the court will move you from the waiting room into the meeting.
- Ensure that you have enough battery power for the entire remote appearance, including having a charger readily available, and having access to enough cellular data and/or Wi-Fi for the duration of the remote appearance.

Virtual Courtroom Rules and Responsibilities

The virtual courtroom, under the supervision of the Judge presiding, has the authority to exclude persons who fail to comply with the following Rules and Responsibilities.

1. Be on time:

Please ensure all equipment is fully tested in advance so that you are ready when court starts. Superior Court is not responsible to provide technical assistance.

2. Properly introduce yourself

When signing onto the virtual courtroom, please type your full name so that you can be properly identified. If you make a mistake or are asked to fix your name, click on the Participants icon at the bottom of the Zoom window; hover over your name; click More; select Rename.

3. Frame the camera correctly when you're on video makes sure to:

- a. Frame your camera in a way that feels natural and allows you to look directly at the camera.
- b. Choose a spot where the background is courtroom appropriate and with no right lights behind you.
- c. Always speak into the computer microphone and do not get up and walk around during hearings.
- d. Turn your camera off unless actively participating in a hearing. This will reduce the number of concurrent participants on the screen.

4. Wear Court-appropriate attire

- a. All persons who appear by Zoom shall dress appropriately as if they were appearing in person in a traditional courtroom setup. The following shall not be worn while appearing via Zoom: sunglasses, hats, tank tops, or any other attire inconsistent with the traditional dignity of the court.

5. Roll call and waiting room

- a. At the beginning of each calendar, the Courtroom Clerk will admit all attendees into the virtual courtroom to take roll. After this is completed, you will be returned to the waiting room until your case is called. There are several cases on calendar for the same date and time, and it is likely that your case will not be called at the exact time it is scheduled. Please be patient during this time. The Clerk and the Judge know you are present and will not proceed without you.

6. Mute yourself when not speaking

- a. Even though you may not be speaking and think you are being quiet, most microphones (including phones) can pick up minor background noises, like coughs, sneezes, paper handling, or typing. These sounds can easily distract other participants, including the court reporter who might not be able to properly transcribe the proceeding.
- b. Note: by default, Zoom virtual courtrooms are set to mute all participants on entry.

7. Let everybody know who is speaking

- a. In the virtual courtroom it is very important that participants know who is talking. Please start speaking by stating your name, and then speak slowly and as clearly as you can. This will help the Judge, Clerk, Court Reporter, and everyone else to understand what you are saying.

8. No recording or broadcasting allowed

- a. Photographing, videotaping, televising, or otherwise recording any virtual court proceeding is prohibited unless a written request has been filed and approved by the Judge presiding at the proceeding prior to the commencement of the proceeding. No one may transmit, record, or take pictures in any portion of the Zoom session except as permitted by these rules and Rule 1.150 of the California Rules of Court.