

How to Use Zoom for Court

What will I need to attend Court using Zoom?

You will need a desktop computer, laptop, or smartphone that are equipped with a camera and microphone and a stable internet connection. The instructions for attending a remote hearing are as follows:

To Join the Zoom hearing:

Be sure to join the Zoom call 15 minutes before the start time.

To join, you will need to access the Zoom remote court hearing information. This information can be found on the Jo Daviess County Circuit Clerk's website:

<http://www.jodaviesscountyil.gov/court>

1. Locate the Zoom link in the center of the web page then click on the hyperlink.
2. If you are joining Zoom for the first time Click "Run"
3. Click "Yes"
4. Enter your name (**Last Name, First Name**)
5. Your name will be shown on the screen during the call. You must use your full name (**Last Name, First Name**) as it appears in your case so that you can be identified. *If you fail to do so you may not be admitted into the proceeding from the Waiting Room.*
6. When the court is ready to hear your case, you will be allowed entry into the Zoom court hearing from the Waiting Room. *This could take up to an hour.*
7. A message box will then appear asking you to "join with computer audio," or "join with internet audio." Selecting this will allow you to hear the hearing and speak through your device.

Tips:

- Do not join the Zoom court hearing while in a moving vehicle. Internet connectivity may affect your Zoom connection.
- You may join the Zoom court hearing before the host is ready to start the hearing. Please do not leave the meeting; once the host begins the hearing, you will be placed into the Waiting Room
- Join the Zoom court hearing 15 minutes before the scheduled time. If you arrive late, you will end up waiting longer in the Waiting Room.
- When you are admitted from the Waiting Room, you should be muted. If there is a red line through the microphone you are muted and cannot be heard by the people in the meeting. When it is your turn to speak, you will need to unmute yourself by clicking the microphone icon which will remove the red line through the microphone on your screen.

Behave Just as You Would in a Courtroom

- You should be appropriately dressed if appearing by video for a virtual hearing.
- Be aware of your background (area behind you). Make sure it is appropriate; it will be seen by the Judge and other people attending the hearing. Make sure you are not sitting directly in front of or behind a window, because the light or reflection can affect the video.
- Choose a quiet place to participate in the hearing. Cell phones should be muted, doors to rooms closed and disruptions minimized.
- You should remain on mute until it is your time to speak. Do not speak over anyone and do not interrupt anyone. Use appropriate language as you would in a courtroom.
- If there is a court reporter or language interpreter present, be aware that he or she may interrupt from time to time to clarify who is speaking.
- If you do not follow the Court's rules, you may be removed from the Court hearing, and the Judge can impose a fine or other punishment.
- **Recording/Photographs/Reproduction: Any video recording, audio recording, photographing, taking screenshots, and/or reproducing of the livestream is strictly prohibited. The recording, publishing, broadcasting or other copying or transmission of courtroom proceedings by video, audio, still photography or any other means is strictly prohibited by Illinois Supreme Court Rule 68(A)(B) and is subject to the penalties for contempt of court. Observers should keep their video off and sound on mute.**

More Zoom Assistance

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>