



## Joining Your Remote Court Proceeding on Zoom

Zoom is a technology program that lets people connect to the same meeting from any location by video. Your court may use Zoom to conduct court proceedings. This guide will tell you how to join a remote court proceeding using Zoom.

*Please note: The information here may change with future updates to Zoom.*



### WATCH THE VIDEOS!

For more information on using Zoom for your remote court proceeding, go to <https://www.courts.ca.gov/VRI.htm>. Or, scan the QR code.

### WHAT WILL I NEED TO JOIN THE REMOTE PROCEEDING?

To join the remote proceeding on Zoom, you will need a device for video and audio. This may be a **computer** (such as a laptop or desktop), **tablet**, or a **smartphone**. The device must have a camera (for video) and microphone (for audio). It must also have access to the internet or cellular data.

If you do not have access to one of these devices, you may be able to dial into a remote court proceeding on Zoom using a **landline** or **mobile phone**. Notify the court if you need this option, particularly if you need interpretation.

Follow the instructions below to join your remote proceeding on Zoom depending on your device:

- [Computer Access](#)
- [Smartphone or Tablet Access](#)
- [Telephone Access](#)

The court's website may include direct links to appear via video or phone. You may also refer to the [Tips for Participating in Your Remote Court Proceeding](#) at the end of this guide.



# Computer Access

There are 2 ways to join a court proceeding using Zoom on a computer:

- 1) Download the Zoom application onto your device (*recommended* – [see below](#))
- 2) Join from a web browser ([see page 5](#))

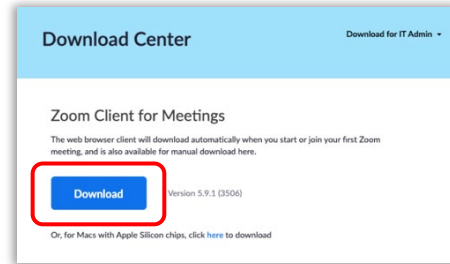
## OPTION 1: Download the Zoom Application Onto Your Device (Recommended)

Downloading Zoom gives you greater access to all its features, and it is free. If you have already downloaded Zoom onto your device, make sure you have installed the latest updates.

1

### DOWNLOAD ZOOM ONTO YOUR DEVICE

Go to <https://zoom.us/download> to get the most recent version of Zoom Client for Meetings.



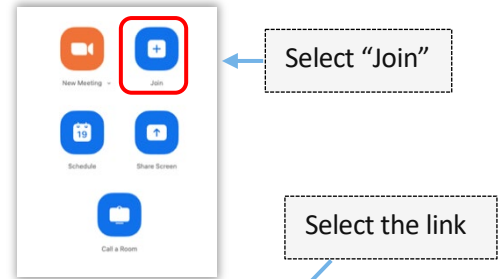
2

### JOIN THE MEETING

On the date and time of your court proceeding, open the Zoom application. Select “Join.”

You may have also received a Zoom meeting link from the court. If so, you may select this link directly.

*The court’s website may also include direct links to appear via video or phone.*

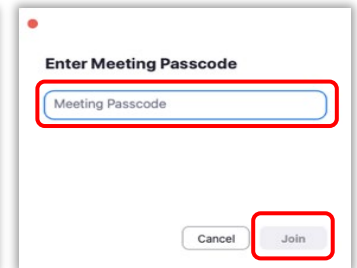
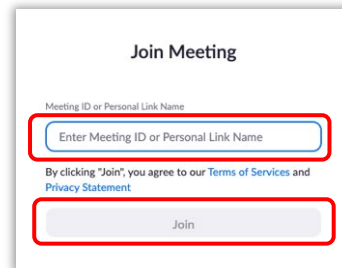


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### ENTER THE MEETING ID & PASSCODE

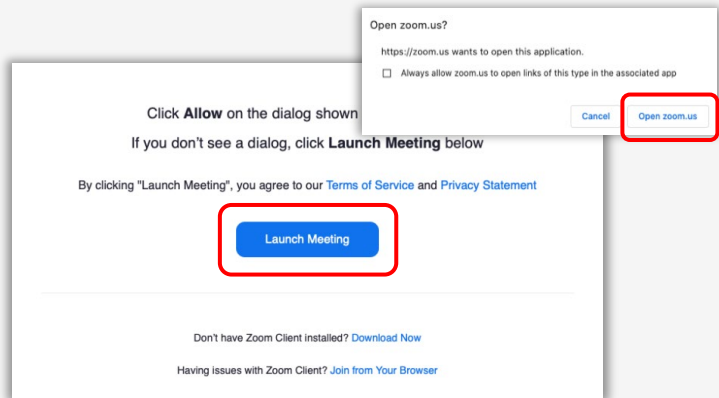
Enter the meeting ID the court has given you. Enter the passcode if prompted. (This information will be in the Zoom meeting invitation sent by the court.)

Be sure to enter your full name so the court can identify you. Then select “Join.”



**NOTE:**

Between these steps, Zoom may prompt you to open it using the Zoom application. Select “Launch Meeting.” If necessary, select “Open zoom.us” on the pop-up screen.



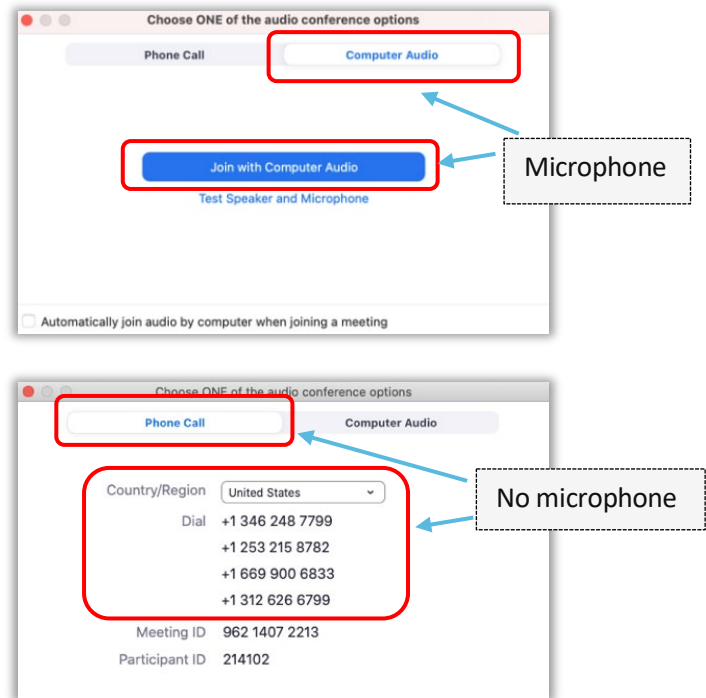
4

**SELECT YOUR AUDIO**

If your computer **has a microphone**, select “Computer Audio.” Then select “Join with Computer Audio.”

If your computer **does not have a microphone**, select “Phone Call” and dial one of the numbers provided using your landline or mobile phone. When prompted, enter the meeting ID followed by the # sign. When prompted, enter the participant ID followed by the # sign. (If you do not have a participant ID, press the # sign.)

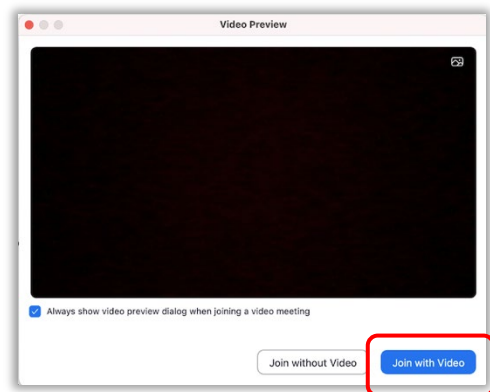
*Notify the court if you require interpretation and need to dial in.*



5

**JOIN VIDEO**

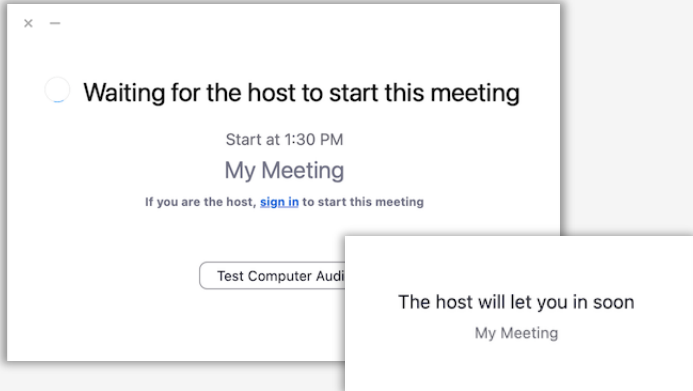
Zoom will prompt you to join the meeting with or without video. You will see a preview in the window that opens. Select “Join with Video.”





**NOTE:**

*You may be placed into the waiting room when you arrive. The host will let you into the meeting when it is time.*

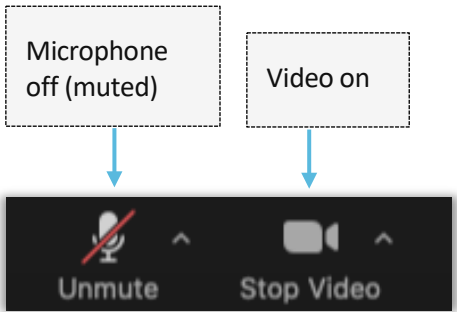


**MUTE YOUR MICROPHONE & CHECK THAT YOUR VIDEO IS ON**

Once you are in the meeting, verify that your microphone is muted and that your camera is on.

6

When your microphone or camera icon have a red slash through them, they are off. Make sure your microphone icon has a red slash through it (is muted) and that your camera does not (is on).





## OPTION 2: Join From a Web Browser

You can join from any web browser, like Chrome, Firefox, Safari, Internet Explorer 10 or higher, and more.

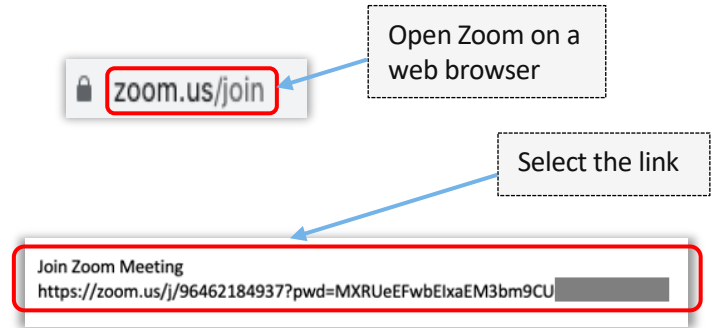
### JOIN THE MEETING

On the date of your court proceeding, go to <https://zoom.us/join> on your device.

1

You may have also received a Zoom meeting link from the court. If so, you may select this link directly.

*The court’s website may also include direct links to appear via video or phone.*

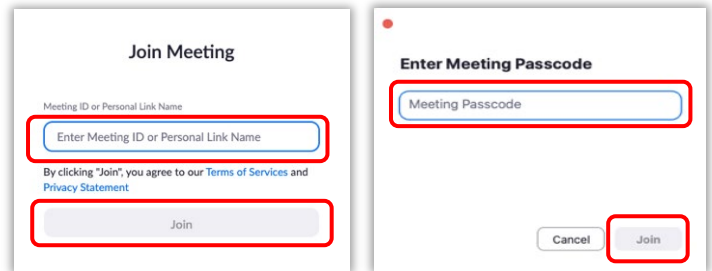


### ENTER THE MEETING ID & PASSCODE

Enter the meeting ID the court has given you. Enter the passcode if prompted. (This information will be in the Zoom meeting invitation sent by the court.)

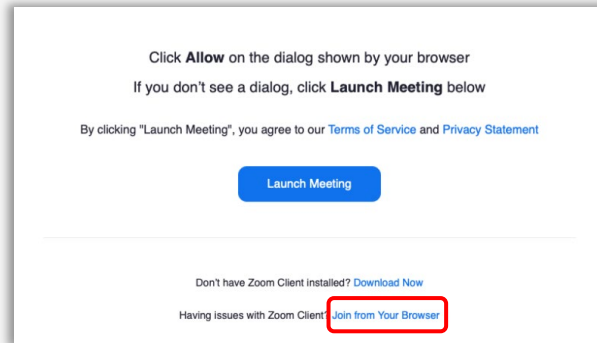
2

Be sure to enter your full name so the court can identify you. Then select “Join.”



### NOTE:

*Between these steps, Zoom may also prompt you to download the application or join from a web browser. Select “Join from Your Browser.”*





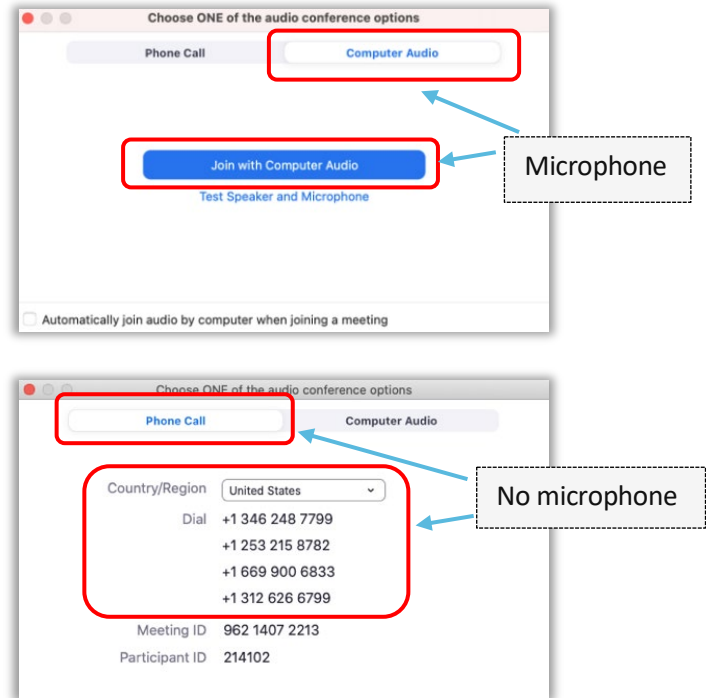
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### SELECT YOUR AUDIO

If your computer **has a microphone**, select “Computer Audio.” Then select “Join with Computer Audio.”

If your computer **does not have a microphone**, select “Phone Call” and dial one of the numbers provided using your landline or mobile phone. When prompted, enter the meeting ID followed by the # sign. When prompted, enter the participant ID followed by the # sign. (If you do not have a participant ID, press the # sign.)

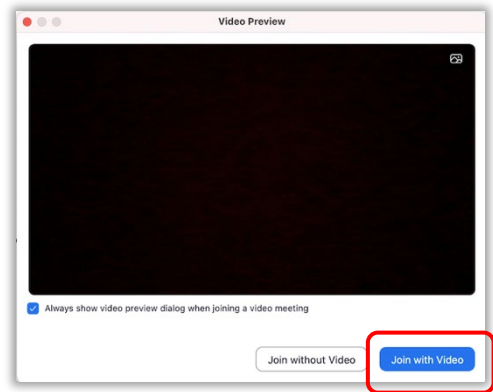
*Notify the court if you require interpretation and need to dial in.*



4

### JOIN VIDEO

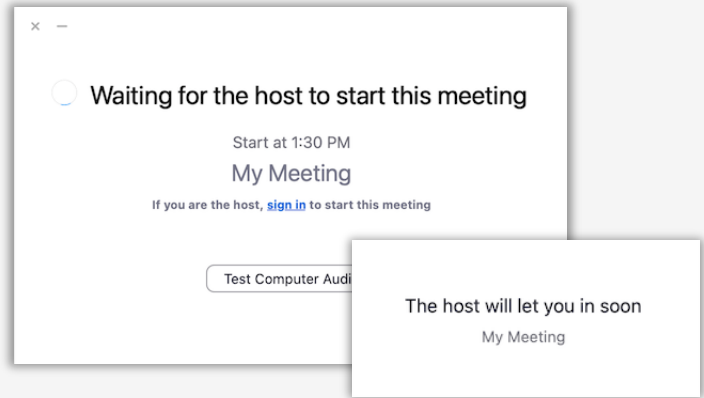
Zoom will prompt you to join the meeting with or without video. You will see a preview in the window that opens. Select “Join with Video.”





**NOTE:**

*You may be placed into the waiting room when you arrive. The host will let you into the meeting when it is time.*

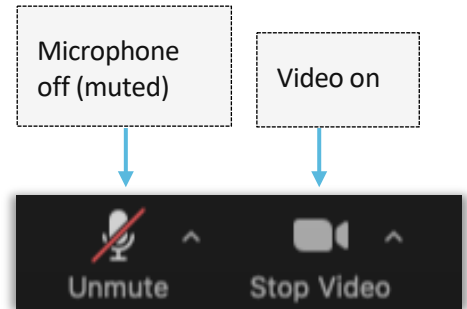


**MUTE YOUR MICROPHONE & CHECK THAT YOUR VIDEO IS ON**

Once you are in the meeting, verify that your microphone is muted and that your camera is on.

5

When your microphone or camera icon have a red slash through them, they are off. Make sure your microphone icon has a red slash through it (is muted) and that your camera does not (is on).





# Smartphone or Tablet Access

To access Zoom on a smartphone or tablet, you must have the Zoom application.

## Download the Zoom Application Onto Your Device

The Zoom application is free. If you have already downloaded Zoom onto your device, make sure you have installed the latest updates.

1

### DOWNLOAD ZOOM ONTO YOUR DEVICE

Go to the App Store or Google Play on your tablet or smartphone and install the Zoom Cloud Meetings application.



2

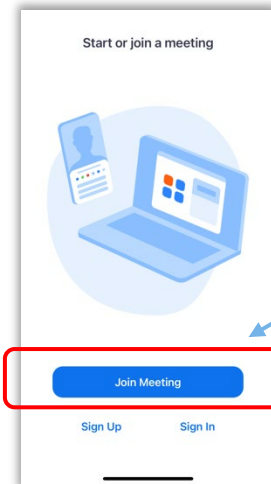
### JOIN THE MEETING

On the date and time of your court proceeding, open the Zoom application. Select "Join Meeting."

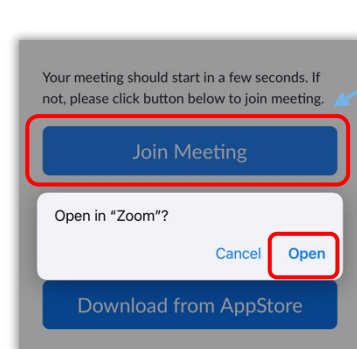
You may have also received a Zoom meeting link from the court. If so, you may tap this link to join the meeting.

You can also go to <https://zoom.us/join> on a browser on your device. Zoom will prompt you to open the Cloud Meetings application. Select "Open." Then tap "Join Meeting."

The court's website may also include direct links to appear via video or phone.



Select "Join Meeting" in the Zoom application



Select "Join Meeting" from a browser

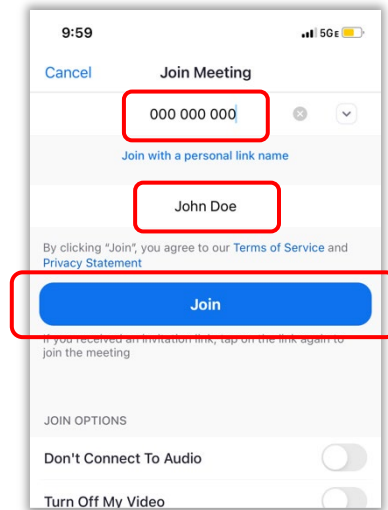




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### ENTER THE MEETING ID & YOUR NAME

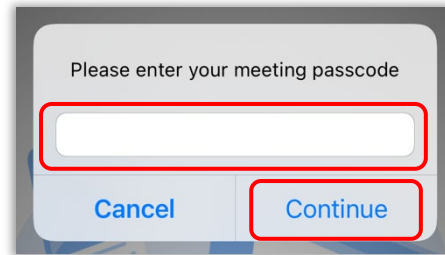
Enter the meeting ID the court has given you. (This information will be in the Zoom meeting invitation sent by the court.) Be sure to enter your full name so the court can identify you. Then select “Join.”



4

### ENTER THE PASSCODE

Enter the passcode if prompted. (This information will be in the Zoom meeting invitation sent by the court.) Then select “Continue.”



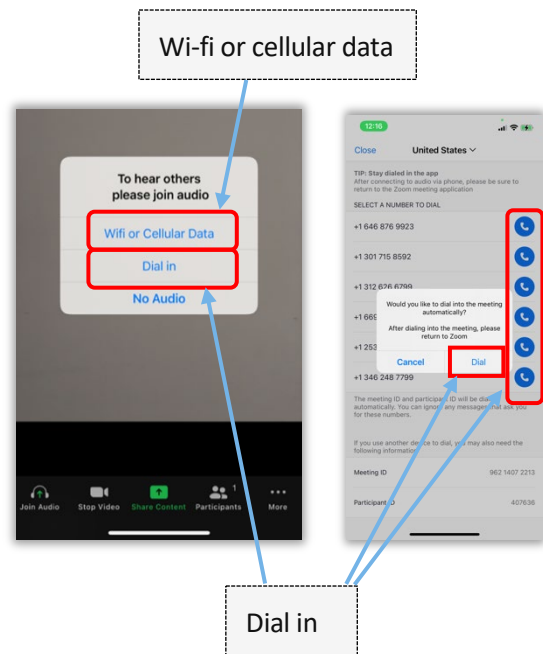
5

### SELECT YOUR AUDIO

If your tablet or smartphone is **connected to the internet**, or if you **will be using cellular data**, select “Wifi or Cellular Data.”

If your tablet or smartphone is **not connected to the internet**, or you **will not be using cellular data**, select “Dial in.” Then tap the phone icon of one of the dial-in numbers provided and select “Dial.”

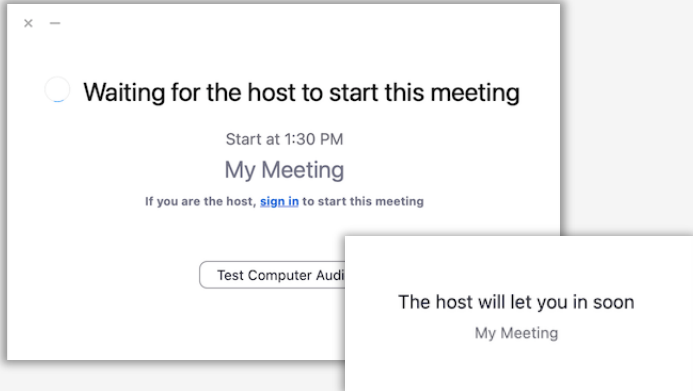
*Notify the court if you require interpretation and need to dial in.*





**NOTE:**

*You may be placed into the waiting room when you arrive. The host will let you into the meeting when it is time.*

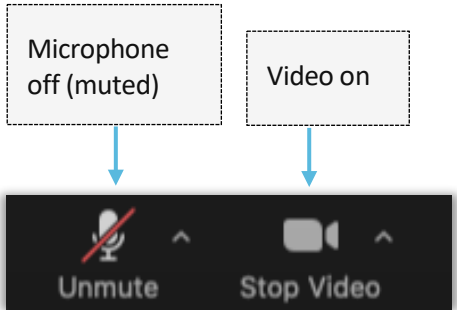


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# Telephone Access

If you do not have access to a device with audio and video, you may be able to dial into a remote court proceeding on Zoom using a landline or mobile phone. Notify the court if you need this option, particularly if you need interpretation.

## Dial Into Zoom

If dialing in on a landline or mobile phone, you will not be able to see other participants, and they will not be able to see you. But you will be able to hear them, and they will be able to hear you.

1

### OPEN THE ZOOM MEETING INVITATION & DIAL IN

Go to the invitation you received from the court. Dial any of the numbers listed. (You can choose the number matching your time zone, but this is not required.)

You may also select one of the “one tap mobile” numbers listed in the Zoom meeting invitation. If you use one of these numbers, you do not have to enter your meeting ID and passcode and can skip Step 2. You will automatically join the meeting once the meeting host joins.

The court’s website may also include direct links to appear via video or phone.

Dial by one tap mobile

Topic: My Meeting  
Time: Mar 2, 2022 09:30 AM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/92783303398?pwd=amE0U1VPeXYwQ01QUUdteG54cUhadz09>

Meeting ID: 927 8330 3398  
Passcode: 827185

One tap mobile  
+16468769923,,92783303398# US (New York)  
+13017158592,,92783303398# US (Washington DC)

Dial by your location  
+1 646 876 9923 US (New York)  
+1 301 715 8592 US (Washington DC)  
+1 312 626 6799 US (Chicago)  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
Meeting ID: 927 8330 3398  
Find your local number: <https://zoom.us/u/aokb220eh>

Dial by location

2

### ENTER THE MEETING ID & PASSCODE

Enter the meeting ID the court has given you, followed by the # sign. Enter the passcode, if prompted, followed by the # sign. (This information will be in the Zoom meeting invitation sent by the court.) You will then be connected to the meeting once the meeting host joins.

Topic: My Meeting  
Time: Mar 2, 2022 09:30 AM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/92783303398?pwd=amE0U1VPeXYwQ01QUUdteG54cUhadz09>

Meeting ID: 927 8330 3398  
Passcode: 827185

One tap mobile  
+16468769923,,92783303398# US (New York)  
+13017158592,,92783303398# US (Washington DC)

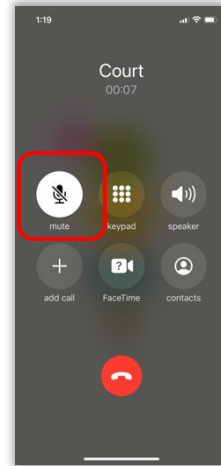
Dial by your location  
+1 646 876 9923 US (New York)  
+1 301 715 8592 US (Washington DC)  
+1 312 626 6799 US (Chicago)  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
Meeting ID: 927 8330 3398  
Find your local number: <https://zoom.us/u/aokb220eh>



3

### MUTE YOUR MICROPHONE

Once you are connected, if your telephone has mute capabilities, verify that your microphone is muted. Be sure to unmute yourself when you are speaking and mute yourself when you are not speaking.





## TIPS FOR PARTICIPATING IN YOUR REMOTE COURT PROCEEDING



1. Choose a quiet location where you can stay for up to a few hours without being interrupted and without having to do other things, such as work or drive. It is highly recommended that you choose a quiet area of your home or a private location.
2. Check that your background is appropriate for court.
3. Depending on the court's calendar, you may need to wait a while for your case to be called. You may be placed in a waiting room until your case is called.
4. Dress appropriately. Even though you are not going to court in person, the clothing you choose should show respect for the court. Choose something you could wear in a professional office or business setting.
5. Address the judge as "Your Honor."
6. Tell the judge if you cannot hear or if you are having any technical difficulties.
7. Do not interrupt. If you have a question, you can use the "Raise Hand" icon under "Reactions" on the toolbar. This will place a small hand next to your name and video to alert others that you have a question.
8. Remain on camera at all times. Remember that others will be able to see you when your camera is on.
9. Stay muted unless you are speaking. Remember that others will be able to hear you unless your microphone is muted.
10. Watch the videos at <https://www.courts.ca.gov/VRI.htm> for more information on:
  - Preparing for Your Remote Court Proceeding on Zoom
  - How to Attend Your Remote Court Proceeding on Zoom