

# CASS COUNTY COURTS ZOOM TIPS FOR COURT HEARINGS



## NEED HELP

- Visit: <https://support.zoom.us/hc/en-us>
- Video Tutorials: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>
- Start Guide: <https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>

## VIEW

Gallery View lets you see everyone in the meeting at once. Click the tab that says **“Gallery View”** in the top right corner.

Speaker View lets you view the Speaker only. Click the tab that says **“Speaker View”** in the top right corner.

## SHARING YOUR SCREEN

Before sharing your screen, pull up the item you want to show others on your computer screen

Navigate back to Zoom

Click on the **“Share Screen”** icon

When you are finished, click on the **“Stop Share”** icon

## ZOOM WAITING ROOM

Upon connecting to a ZOOM hearing, you may be placed into a Waiting Room. You can't see or hear other participants in the Waiting Room – you will see everyone once you are moved into the hearing room at the start of the hearing. Please make sure that your proper name is displayed upon entry into the ZOOM hearing, if possible.

## YOUR PROFILE

You can set up your Profile with a photo so that when you turn off your video, a photo will be displayed. You do this by going to “**Profile**” icon

You also can change how your name is displayed

## CHANGE YOUR BACKGROUND

Create a “**Virtual Background**” by going to “**Settings>Virtual Background**” & select/upload a photo

Then, from your main screen, click on “**Virtual Background**” icon to change your background

## CAMERA

Position your camera so that it is just above eye level

You can turn video on or off by going to the “**video**” icon

When you join a Zoom meeting, your video may be automatically turned off depending on your settings

## MUTING YOUR MIC & STOPPING FEEDBACK

Stop feedback by muting your microphone

You can mute your mic by going to the “**Mute**” icon

When you join a Zoom meeting, you may be automatically muted depending on your settings

## ZOOM HEARINGS ARE “REAL” COURT HEARINGS MAINTAIN PROPER COURTROOM ETIQUETTE

1. Dress appropriately for Court (if you wouldn't wear it to Court you shouldn't wear it on a Zoom hearing)
2. Remain in appropriate areas for court (do not take your device into the bathroom during virtual court)
3. Remove distractions from your Zoom participation area (pets, tv, children, etc.)
4. Be courteous and respectful including using language that upholds the dignity of a court setting
5. Do not bring food into the virtual courtroom
6. Do not use tobacco or vaping products in the virtual courtroom
7. If you need a break, ask for one

## ZOOM BREAK OUT ROOMS

- Break out rooms in Zoom allow for participants to meet privately
- Break out room participants have full Zoom audio, video, and screen share capabilities
- When participants are in a Break Out room, other participants in the main Zoom hearing room cannot see or hear what is happening in the Break Out room

## QUESTIONS ?

Be sure to contact the Court with any questions. The main points of contact, unless you are otherwise advised, are:

Judge Dobrich's court hearings, Valerie Clark, [valeriec@cassco.org](mailto:valeriec@cassco.org) or Kelley James-Jura (Probate), [kelleyj@cassco.org](mailto:kelleyj@cassco.org)

Judge Herman's court hearings, Julia Smith, [julias@cassco.org](mailto:julias@cassco.org)

Judge Rentfrow's court hearings, Audra Springsteen, [audras@cassco.org](mailto:audras@cassco.org)

FOC Referee hearings, Cheri Dolan, [cherid@cassco.org](mailto:cherid@cassco.org)

Juvenile Referee hearings, Claire Collins, [clairec@cassco.org](mailto:clairec@cassco.org)

For Language & ADA Accommodations or other questions, contact Carol Bealor at [carolb@cassco.org](mailto:carolb@cassco.org)