

23rd Judicial District Court

How to Join a Court Remote Hearing Using Zoom

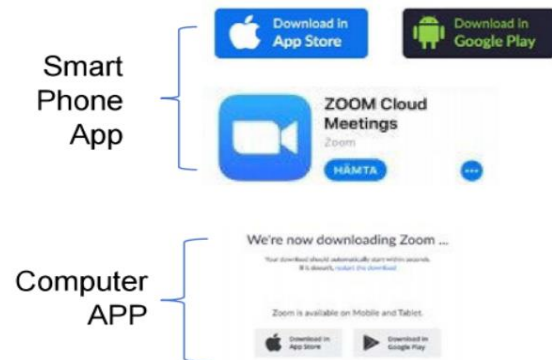
This guide provides step-by-step instructions for joining a Court Remote Hearing via Zoom. Use one of the three options below: 1) Use the Zoom App; 2) Use your web browser; or 3) Call-in.

Please have the meeting information and your telephone with you at all times during the meeting. In the case of a technical difficulty or disconnection, promptly call in to the meeting using your telephone and the call-in number. See option #3 for call in instructions.

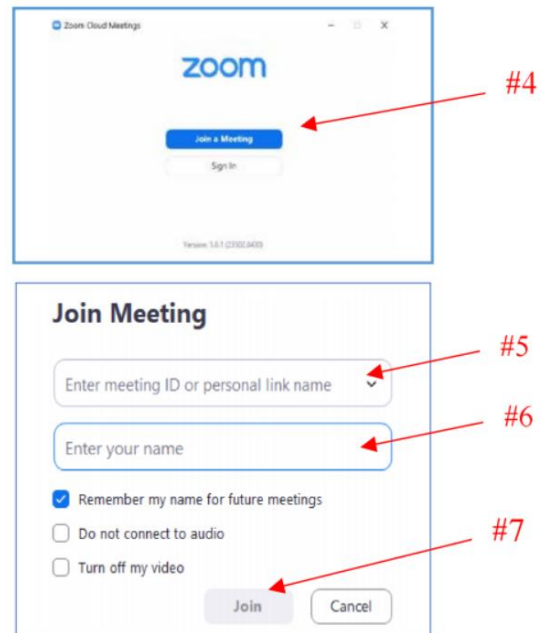
OPTION 1 – Download the Zoom Application on your device

Download the Zoom App at least one day before your scheduled hearing date. This will enable you to test out your device and equipment.

1. Download the Zoom App on your smart device.
2. On your computer or laptop, you may download using this link:
<https://www.zoom.us/support/download>
3. On the date of your court hearing, open the app.



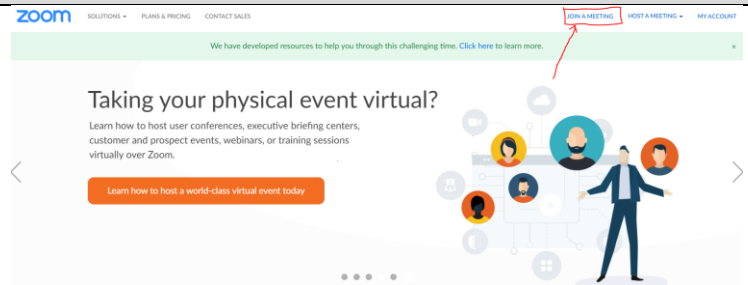
4. Click JOIN MEETING
5. Enter Meeting ID provided by the court.
6. **Enter your name. This will help court staff check you in for the hearing.**
7. Click JOIN.



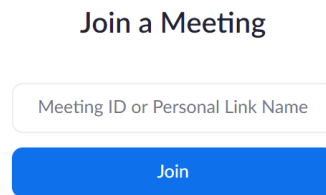
OPTION 2 – Join using the desktop client. No downloading of the Zoom App.

You may use any browser: Use any of the following web browsers: Chrome, Firefox, Microsoft Edge, Safari, Internet Explorer 10 or higher. **If your computer does not have a webcam/camera, this option will not work.**

1. Go to [www.Zoom.us](https://www.zoom.us)
2. Click JOIN MEETING

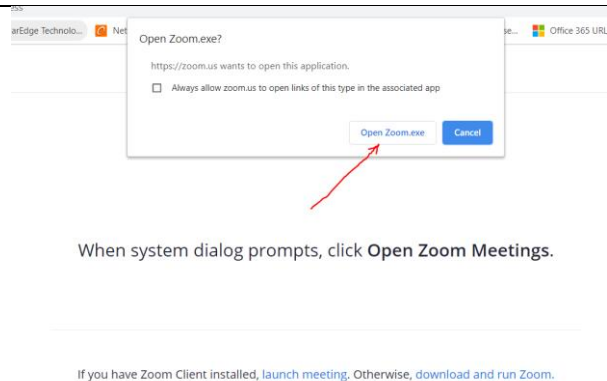


3. Enter the Meeting ID number provided in the Email.
4. Click JOIN.



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

5. Zoom will launch. Click OPEN ZOOM.
6. Then enter the meeting passcode supplied in the email invite.
7. You will be placed in a waiting room.



8. Enter your name. This will help court staff check you in for the hearing.
9. Click JOIN.

OPTION 3 – Join by phone

You may Join a court remote hearing if you do not have access to a computer, laptop or mobile device or internet. You may call in using a land line phone or a cell phone.

1. If your device does not have a microphone, the meeting invite will include numbers to call to connect to a meeting by phone.

- a. Dial the number in the email invite for your location.
- b. Enter the meeting ID and passcode.

Inside body of email...

Join Zoom Meeting

<https://us02web.zoom.us/j/12381111111?pwd=VVVVVVV68ksamplepassw0drQT09>

Meeting ID: 123 8111 1111

Passcode: 7654321

One tap mobile

+19292056099,,89082827140#,,,,,0#,,420900# US (New York)

+13017158592,,89082827140#,,,,,0#,,420900# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+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: 123 8111 1111

Passcode: 7654321

Find your local number: <https://us02web.zoom.us/j/12381111111?pwd=VVVVVVV68ksamplepassw0drQT09>

