

COURT OF COMMON PLEAS ZOOM PROCEEDING INSTRUCTIONS

STEP 1: Plan to have access to the necessary electronic equipment.

You will need access to an electronic device with access to the internet, such as a desktop computer, laptop, tablet (such as an iPad), or smartphone. The electronic device must have a microphone and a camera, which typically comes standard on most electronic devices except for desktop computers, which typically require a separate webcam and/or microphone.

- If your device does not have a microphone, you can connect to audio by telephone by calling (929) 205-6099 and entering the Meeting ID and Password

STEP 2: Join the Zoom Non-Jury Trial proceeding

- On your electronic device, visit <https://zoom.com.us>. If this is your first time using Zoom, you may be prompted to download the Zoom app – there is no charge for this app.
- Click “Join a Meeting”
- Enter the Meeting ID and Password

STEP 3: Wait to be admitted into the Zoom courtroom

Once you have joined the meeting, you may be placed in a “Waiting Room” or a “Breakout Room,” where you won’t be able to see or hear the proceedings. However, the court’s Zoom Proctor can see that you are signed in; you do not need to send a message or otherwise notify the Court that you have joined the proceedings. You will be admitted into the Zoom courtroom when the Court is ready for your case.