



Preparing for Your Remote Court Proceeding on Zoom – *Quick Start Guide*



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.

1 CHOOSE YOUR DEVICE

You can use a computer (desktop or laptop), tablet, or smartphone to connect to Zoom. Your device must have a video camera and a microphone.



If you do not have one of these devices, check with the court. You may have other options, like dialing into Zoom using a landline or mobile phone.

2 RECOMMENDED – DOWNLOAD THE ZOOM APPLICATION

- Computer: Go to <https://zoom.us/download> and download Zoom Client for Meetings.
- Tablet or smartphone: Go to the App Store or Google Play and install the Zoom Cloud Meetings app.



Downloading Zoom gives you greater access to all its features, and it's free.

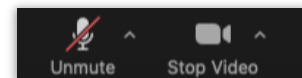
3 TEST YOUR CAMERA AND MICROPHONE

Go to <https://zoom.us/test> to join a test meeting. (This is just a test and no one else will be in the meeting.)

- Check that you can see yourself and have adequate lighting.
- Check that your microphone is working.
- Practice turning your microphone and camera off and on by selecting the icons.



A red slash through the microphone or camera icon means it is off. No red slash means it is on. Your microphone should be off (muted) when you are not speaking.



4 CHOOSE A QUIET LOCATION

Choose a quiet place 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. Depending on the court's calendar, you may need to wait a while for your case to be called.



Make sure the background of the location you choose is appropriate for court.



5

CHECK YOUR INTERNET CONNECTION OR PHONE SIGNAL

- Computer or tablet: Go to <https://www.speedtest.net/>. Zoom requires a minimum speed of 1 Mbps (upload and download) for group video calling.
- Smartphone: If using cellular data, be sure that you are in an area where you will have enough signal to connect without issues with your audio or video.



Be sure to turn off other devices and applications that may be using the internet.

6

PLAN TO DRESS APPROPRIATELY

Even though you are not going to court in person, you must still dress appropriately. You do not need to wear a suit, but the clothing you choose should show respect for the court.



Choose something you could wear in a professional office or business setting.

7

HAVE YOUR MATERIALS READY

- Have all documents you might need ready for the proceeding.
- Have your Zoom meeting link or meeting ID and passcode ready.
- Have paper and a pen or pencil for taking notes.
- Charge your device and have a power cable nearby.



If you need to show a document as part of your court proceeding, check with the court to find out the best way to do this. The court may want you to send it by email in advance.

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CONTACT THE COURT IF YOU NEED HELP

If you experience any technical difficulties, contact the court as soon as possible. Also contact the court or your attorney ahead of time if you will need an interpreter for your court proceeding.



Check your local court's website for contact information. The court's website may also include direct links to appear via video or phone.