

## VIDEO CONFERENCE INSTRUCTIONS

**Please login promptly as this allows our staff the time needed to confirm all parties before the hearing starts. For identification purposes, please provide your real name or business name as it appears on your pleading, and the last 4 numbers of your case number when you log in.**

- Make sure you are in a secure well-lit room without any distractions or background noises from kids, pets, TV or radio, etc.
- Although this proceeding is held via Zoom, it is an official court hearing so please dress and act appropriately.
- No food, drink, gum or recording of the proceeding is allowed.
- File any documents you want the Judge to review at least 4 days before your hearing.
- Note that as in the actual courtroom, you may have to wait a long time in the Zoom. Do not leave or a failure to appear will be issued for your case if you do not respond when the Judge calls your case.
- Please test and confirm, before the hearing, that your camera, microphone, speakers and all technology are functioning properly.
- Remember to mute yourself and stay muted until the Judge asks to unmute.
- Please watch, listen and give your full attention when admitted to the hearing.
- Do not speak unless a question is directed to you by the Judge or Court Staff.
- Do not use the chat function to contact us.
- Check the Chat function for important general messages from the court.
- If you are invited to join a breakout room, accept the invitation.