

Preparing to Participate in a Zoom for Government

Court Proceeding

Important: Any recording of a court proceeding held by video or teleconference, including “screen-shots” or other visual copying of a hearing, is absolutely prohibited. Violation of these prohibitions may result in sanctions.

If you will be a **case participant** in a Zoom video conference with the court (i.e., an attorney, witness, case party, etc.), please follow the guidance below, as adequate preparation and testing of the system will help ensure a good experience for everyone involved. Case participants will receive login information directly from the court. Login information is **not public** and must not be shared with anyone other than the appearing attorneys and other direct participants in the court proceeding.

The court will not provide technical support for Zoom participants or attendees. Please contact the [Zoom Help Center](#), your local IT support, or other online guidance.

Recommendations

1. Mute your phone and mute all sounds from all other applications (email notifications, chat messaging, etc.).
2. Avoid using a mobile device if possible. Although tablets (iPads) and smartphones can be used, they are very limited, and the performance is inferior.
3. Avoid using battery power only (laptops, etc.). Plug into a good power source while in a Zoom meeting.
4. Unless you’ve confirmed the quality is sufficient, avoid using an open microphone and speakers, such as those that are built-into laptops or a webcams. Using a good quality headset (headphones with mic) will often help ensure you can be heard and can hear others with maximum quality.
5. Avoid noisy and echoing locations. Use of a headset will improve audio quality when this is unavoidable.
6. Avoid poor camera positioning (if possible). Try to frame yourself so you take up most the screen, at eye level.
7. Avoid using WiFi if possible. Connection via a hard-wire Ethernet cable will always be faster and more reliable than WiFi. If you must use WiFi, make sure you’re in close range.
8. Avoid running any unnecessary applications besides Zoom, to conserve your computer’s processing power and networking.
9. For home networks, if possible, avoid sharing your internet service with others during the session.