

## CLALLAM COUNTY SUPERIOR COURT ZOOM INSTRUCTIONS

Starting on Thursday, October 1, 2020, participating in court hearings by Zoom will require a passcode.

The following are instructions/guidelines for participation.

1. If you would like to **appear by VIDEO**: Download Zoom on your device in advance of your first scheduled hearing. A free version is available at Zoom.us or from the app store on your device. Sign in utilizing the Meeting ID and Passcode from the list below for the court session you would like to attend.

### MEETING ID NUMBERS

- |                   |               |                 |
|-------------------|---------------|-----------------|
| a. Courtroom I    | 976-7336-6377 | Passcode: 12345 |
| b. Courtroom II   | 968-5772-2818 | Passcode: 12345 |
| c. Courtroom III  | 943-6071-4749 | Passcode: 12345 |
| d. Juvenile Court | 978-5492-0434 | Passcode: 12345 |

Court Sessions that use the same Meeting ID each week (no matter the location):

- |                     |               |                 |
|---------------------|---------------|-----------------|
| a. LIFT Court       | 943-6071-4749 | Passcode: 12345 |
| b. Status Calendar  | 976-7336-6377 | Passcode: 12345 |
| c. Adult Drug Court | 968-5772-2818 | Passcode: 12345 |

2. If you would like to **appear by PHONE**: Use one of the toll free numbers below. Each courtroom has an assigned Zoom Meeting ID number that will not change; **no Passcode is required for phone only access**. All calendars occurring in that courtroom will utilize that assigned number.

### TOLL FREE PHONE NUMBERS

888-475-4499 833-548-0282 833-548-0276 877-853-5257

### MEETING ID NUMBERS

- |                   |               |
|-------------------|---------------|
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| d. LIFT Court       | 943-6071-4749 |
| e. Status Calendar  | 976-7336-6377 |
| f. Adult Drug Court | 968-5772-2818 |

3. **Phones**: If you log in with a phone you will probably have a better connection. If you choose this option, take the following steps.
  - a. Call one of the above toll free numbers. If you get a busy signal, try a different number.
  - b. Enter the above listed Meeting ID number assigned to the courtroom where your case is being heard and the # key.
  - c. Hit the # key when it asks for a participant ID number.
  - d. A landline is better than a cell phone. Eliminate all background noise. When your case is called, switch from speaker mode to speaking directly into your phone. Ear devices with microphones close to your mouth are helpful.
4. **Video devices**: If you use a device with a camera, take the following steps.
  - a. Only use a video device if you have an excellent internet connection. Otherwise, use the phone option described above.
  - b. Type in the Meeting ID number for the courtroom hearing your case.
  - c. Enter the Passcode (12345) where required.

- d. The portion of your body which appears on video should be dressed appropriately for court. Eliminate background distractions and noise. Don't have windows or lighting behind you.
5. **General Rules:** Do the following when you join the meeting.
    - a. Mute your microphone until your case is called. If you joined on a device, hit the microphone icon to mute and unmute. If you joined via cell phone, use the mute feature on your phone or if you joined from a landline use \*6 to mute and unmute.
    - b. Even when your case is called, it is best to have your device on mute when you are not talking.
    - c. Do not be in close proximity of someone who is logged into the same meeting on a different device.
    - d. Do not speak until invited by the judge to do so. If you wish to object, just say "objection" and wait until the judge asks you to speak.
    - e. If you get dropped from the meeting sign back in and rejoin the meeting as you did initially.
    - f. If the court gets dropped from the meeting, stay on the line and wait patiently until it rejoins the meeting.
    - g. You may not record court sessions.
  6. **Information:** Attorneys are responsible for informing their clients of the meeting and providing them a copy of these rules. These rules are also available on the Court's webpage.
  7. **Calendar:** The court will strive to call cases in the order that they appear on the calendar. This may not always be possible because of attorneys scheduled to be in more than one court at a time.
  8. **Mute:** The court has the ability to mute and unmute each participant. If you get muted by the court, it is because it is picking up unnecessary audio from your line. The court will attempt to unmute you if it believes that you need to address the court on a case.
  9. **Technical Difficulties:** If technical difficulties arise, the Zoom meeting may be aborted and parties will be called directly. The court reserves the right to decide a matter without oral argument, continue a matter, or strike a matter until re-noted by the parties.