

# Steps to Participate – Zoomgov Remote Videoconference

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## NOTICE

[T]he broadcasting, televising, recording, or photographing of bankruptcy court proceedings is strictly prohibited except as specifically authorized by the Court consistent with Guide to Judiciary Policy. This Order applies to all bankruptcy court proceedings regardless of whether such proceedings are conducted in the courtroom or remotely.

[Standing Order No. 20-15](#) (See [LBR 5073-1](#))

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*Pre-registration and court authorization is required to participate in Zoomgov videoconferences.*

## IMPORTANT – PLEASE READ

- prior to connecting, please see: [Preparing to Participate in a Zoomgov Video Conference](#)
- use only one audio connection when attending; as an unwanted echo is created when connecting with personal phone in addition to computer audio.
- if participating in the same room with others using their own equipment, there needs to be sufficient space between the users or the same echo will exist. (<https://support.zoom.us/hc/en-us/articles/202050538-Audio-Echo-In-A-Meeting>)
- upon timely request and depending on court availability, a preliminary test session may be conducted prior to the actual scheduled hearing to confirm settings and procedures to be used.

## Basic Guide for Active Participants

- Note, this does not address all situations and functions available.

- Step 1** Register for the Zoomgov hearing using the registration link docketed in the case. Each active participant must separately register.
- Step 2** Receive and retain the confirmation email with your unique link to the Zoomgov hearing.
- Step 3** On Date and Time of Hearing, click on the “Join Zoomgov Meeting” link and reference any additional information, as needed, to join the videoconference.
- Step 4** Remain in the Waiting Room until allowed to enter by the Host.

- Step 5** Once admitted, at the bottom left of the Zoom screen, locate the inactive buttons for Audio and Video. Click to activate them so that they are “ON” and functional (with no need to separately dial in).
- Step 6** Participate in Hearing; if needed, request use of Break Out room from the Host.
- Step 7** When finished, click on Leave Meeting.

If you have any questions or concerns about Zoomgov video access for a particular hearing, please contact the assigned courtroom deputy for the presiding judge prior to the hearing.