

Preparing to Participate in a Zoomgov Video Conference

If you will be an active participant in a Zoomgov video conference with the court (attorney, debtor, movant, witness, etc.), proper preparation is key.

For security and enforcement of court standards, the court may disable certain Zoom interactions (such as: chat, whiteboard, Q&A, and react).

Please note that the general prohibition on televising, recording or photographing any proceeding still applies ([Standing Order No. 20-15](#)).

The Court is not responsible for any type of support on Zoomgov for participants or attendees. Please contact the [Zoom Help Center](#), your local IT support, or other online guidance.

Zoom Account and Software

1. Participants: If you do not already have a Zoom account, set one up at <https://zoom.us>. A paid Zoom account is not necessary for any interaction with the court. *Attendees do not need a Zoom account, but it does make using the system easier.*
2. Log into <https://zoom.us/profile> and set your name, phone and email. Including a photo will help identify you when connecting. Attendees do not need a Zoom profile, but it does make using the system easier.
3. Install the latest Zoom Client for Meetings at <https://zoom.us/download>. Although Zoom can be used in a browser only, it is very limited. The full Zoom client is required for best functionality and best experience with the system.
4. **Always keep your software up to date!** The Zoom Client will automatically update itself upon launching the software, but you can also update it manually.

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 have confirmed the quality is sufficient, avoid using an open microphone and speakers (such as are built-into laptops, or a webcam mic). 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 distracting real or virtual backgrounds.

7. Avoid poor camera positioning (if possible).
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.

Before Every Court Session using Zoom

1. Connect your device to power.
2. Make sure your internet connection is good: <https://www.pcworld.com/article/2048594/how-to-test-your-home-internet-speed.html>
3. Test your video.
4. Test your audio.
5. Turn off all audio disruptions (phones, messaging alerts, email alerts, etc.)
6. Run a quick test to connect with another Zoomuser, or use the Zoom test: <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>