

Zoom Tip Sheet for Virtual Court Hearings

This tip sheet provides Zoom virtual court meeting instructions for lawyers, self-represented litigants and other justice participants.

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Getting Started

Joining a Meeting

It is a good idea to join the meeting a few minutes early in case there are any technical issues to resolve. You can [join a test meeting](#) to ensure your speaker and microphone are working correctly before the hearing begins.

To learn how to join a Zoom meeting, [please visit this link](#) and select the method that you will use to join Zoom (e.g., web browser or Android) for device-specific instructions.

Waiting Room

After clicking the “join meeting” button, you may be taken to a waiting room. This feature allows the court clerk to control who enters the hearing. Once the court clerk admits you, you will enter the hearing room.

The court clerk may also put you into the waiting room during the hearing. For example, this could happen when the court goes down for a break. You will be added back into the hearing once the court clerk readmits you.

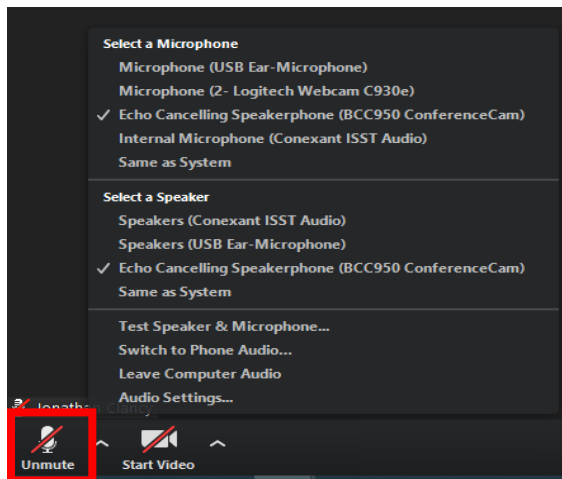
During the Hearing

Below you will find several Zoom features that you may need to use during the hearing.

Mute/Unmute & Audio Settings

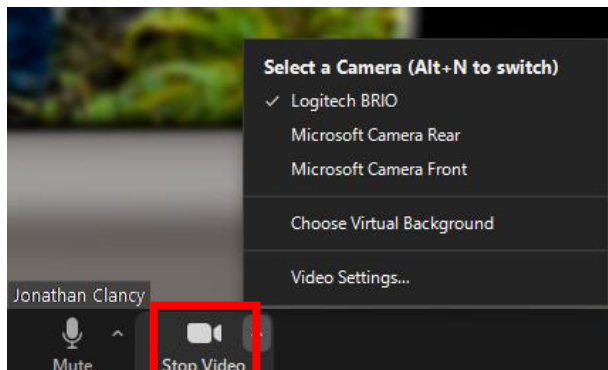
Click **Mute** or **Unmute** to activate or deactivate your mic. The court clerk can also mute you.

To see additional options for audio settings, click the arrow next to the Mute button, and select a device from the list of available devices.



Start/Stop Video & Video Settings

From the menu bar, click **Start Video** or **Stop Video** to turn your webcam on or off. To see additional options for video settings, click the arrow next to the "Stop Video" button, and select a device from the list of available devices.



Participants

To see who is currently in the hearing, click **Participants** from the menu bar.



Hover over your name if you need to change the way it appears in the participants list and video window.

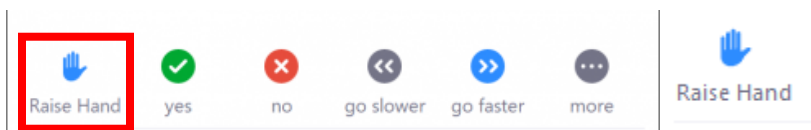
Raise Hand

If you would like to speak, you can let the court know by using the “raise hand” feature. Note: this feature will only be available if the court clerk has enabled it.

1. From the menu bar, click the **Participants** button.



2. Click the **Raise Hand** button.

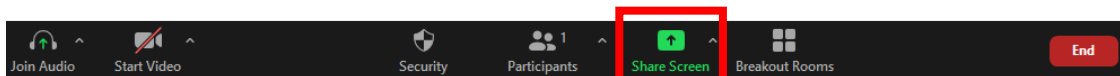


Share Screen

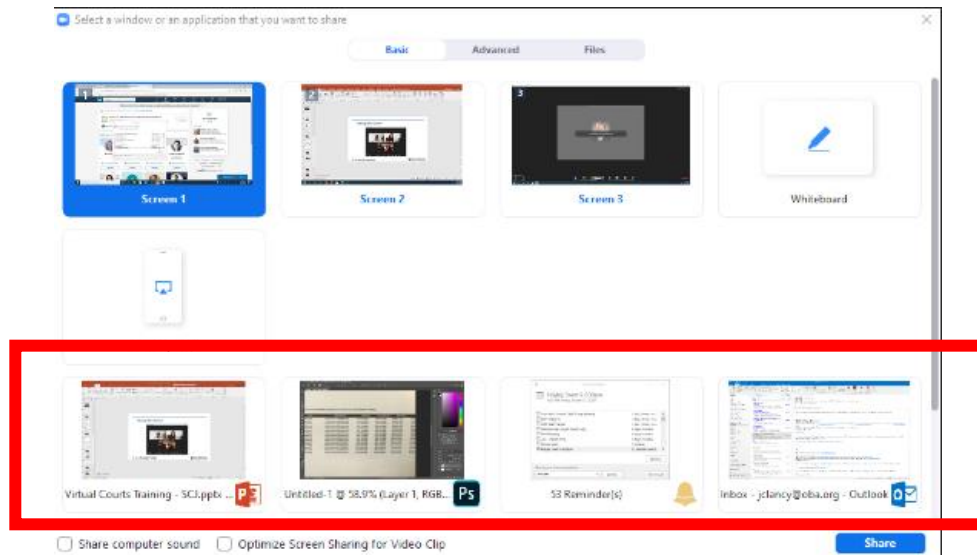
The Crown and defense can share exhibits using the Share Screen function. Please note that this feature may not be enabled for all meetings.

Follow these steps to share your screen during a hearing:

1. From the menu bar, click the Screen Share button.

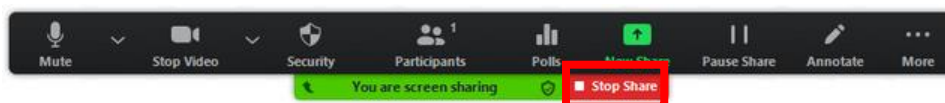


2. A pop-up window will appear. Share your application, not your screen. Screens display whatever application is at the front. Applications only share the content in that application.



3. Click **Share**.

To stop sharing, move your mouse to the top of the screen and click **Stop Share** from the menu options. The court clerk can also stop your screen share.



Do not use the Annotate function to mark exhibits and/or documents, as it produces a screen capture type of file only. Instead, share the relevant document, get directions for marking it, apply the changes and save as an exhibit and/or document.

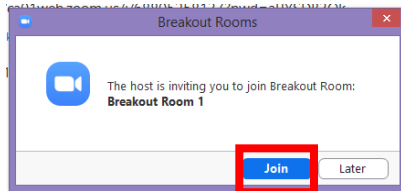
[Learn more about sharing your screen.](#)

Breakout Rooms

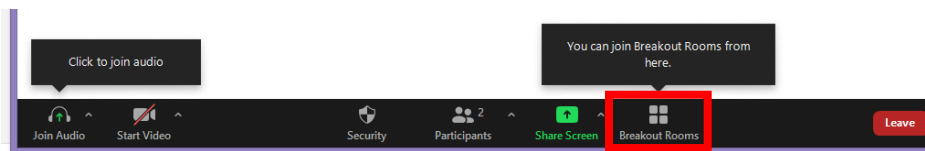
Breakout rooms allow hearings to split into smaller groups. For example, there could be a separate room for Crown attorneys, defence and witnesses.

Joining the room

Once the court clerk opens the breakout rooms, you will be able to click **Join** to enter the one you are assigned to.



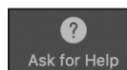
If you choose **Later**, you can join by clicking the Breakout Rooms option from your meeting controls.



Requesting Assistance

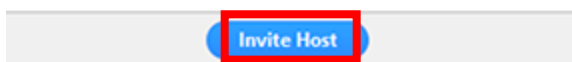
If you need help while in the breakout room, you can let the court clerk know by following these steps:

1. From the meeting controls at the bottom of the screen, click **Ask for Help**.



2. Click **Invite Host** to confirm that you would like assistance.

You can invite the host to this Breakout Room for assistance.



Leaving Breakout Rooms

To leave the breakout room and return to the main hearing room:

1. Click **Leave Breakout Room**.
2. You will be able to select whether you would like to leave the breakout room or leave the entire meeting. Please **do not** select Leave Meeting.
3. When the court clerk ends the breakout rooms, you will have the option to return to the main hearing room immediately or in 60 seconds.

Leaving the Hearing

To leave the hearing, click the **Leave Meeting** button at the lower right corner of the Zoom window.