

## JOINING ZOOM MEETING USING A URL LINK

1. Parties of a case will receive instructions from the Court for the scheduled Zoom meeting. The instructions contain the date, time, a URL and Meeting ID # to connect to the video conference meeting.
  - a. Click on the link under “Join Zoom Meeting”
2. After you click on the link, you will automatically be directed to the Zoom website. You do not need a Zoom account to participate however you will need to download the Zoom software. The prompt screen to download with the software will automatically appear and run its course.
3. Once the download is complete, you will see a message from Washington County JP 2, stating the proceeding will begin shortly. This means the Judge has not started or admitted participants into the meeting yet.
4. While waiting for the Judge to start the meeting, you can test your computer audio, video, and virtual background options.
5. Once the Judge has started the meeting, you are automatically muted until the Judge unmutes all participants.

## JOINING ZOOM MEETING USING A MOBILE PHONE

1. Parties of case will receive instructions from the Court for a scheduled hearing.
2. You will need to use Zoom’s mobile app. You can download from your device’s app store.
3. If you do not currently have a Zoom account, there is not a requirement to create one. Simply tap “Join a Meeting”
4. Enter the meeting ID number and your full name as your display name. Your meeting ID # was provided to you on your summons, directly from Judge Cone’s office.
5. If you see a message stating, “Waiting for the host to start this meeting”, it is because Judge Cone has not yet started the hearing. Please standby for the meeting to begin.
6. Once the meeting is ready to begin, you will see a “Video Preview”. Select the option to **JOIN WITH VIDEO.**
7. Once you have joined, a message showing from Washington County Precinct Two will appear on your screen. If you have joined before the Judge has admitted participants into the meeting, standby, the proceeding will begin soon.
8. After you have been admitted , you will need to select one of the two options to hear others in the meeting:
  - a. Call using internet audio
  - b. Dial In
9. For audio and visual control, you will need to toggle on the screen to speak and view video. (Swipe right and left according to dots on the bottom of the screen.)

**JOINING THESE PROCEEDINGS WITH BOTH VIDEO AND AUDIO ARE REQUIRED**

**VIDEO AND/OR AUDIO RECORDINGS ARE STRICTLY PROHIBITED UNLESS PERMISSIONS EXPRESSLY AND SPECIFICALLY HAVE BEEN GRANTED BY THE COURT.**