



## Instructions for Virtual Court Proceedings

The virtual municipal court session you are going to participate in has the same legal effect as an in-person court appearance. In order to ensure that the virtual court session can take place as smoothly as possible, please observe the following:

1. Set aside enough time in your day to attend your virtual court session.
2. Appropriately dress for court as if you were attending an in-person session. Make sure you have an appropriate background.
3. Choose a location where you will not be interrupted and that is free of background noise and other distractions.
4. Find the strongest and fastest Internet connection you can.
5. **How to log into virtual court on Zoom:**
  1. Click the "join meeting" link in the email invitation from the court,
  2. Click "join with video" button,
  3. Click "join using internet audio" button.
  4. When you enter the meeting, you will be in the "waiting room" and the screen will say "the host will let you in soon." You may be in the waiting room or breakout room for some time, please do not leave the meeting, the court is handling other matters while you wait.
6. Change your screen name to your given name.
7. Mute your microphone until your matter is called. Remember to unmute your microphone and state your name before you speak. Please keep your video on at all times.
8. By court rule, attorney matters will be heard first.

### **AUDIO AND VIDEO RECORDING OF COURT PROCEEDINGS STRICTLY PROHIBITED.**

***No court proceedings, including proceedings conducted by audio or video, may be photographed, recorded, broadcast, or otherwise transmitted without the express permission of the Court. This invitation shall not be forwarded to anyone other than the intended recipient. Anyone failing to abide by the provisions of these guidelines may be subject to discipline by the court and/or charged with contempt of court and brought before a judge for alleged violation of R 1:10-1, punishable by a term of imprisonment not to exceed six (6) months or a fine of up to \$1000, pursuant to N.J.S.A. 2C:43-3 and N.J.S.A. 2C: 43-8 and may be charged with a violation of N.J.S.A. 2C: 29-9 (Criminal Contempt), as deemed appropriate by law enforcement."***

***\*\*Failure to follow these guidelines may result in your matter being rescheduled until a later date.\*\****