



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.
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. Log into virtual court on Zoom:
 1. Click the "join meeting" link in the email invitation from the court (or enter the meeting number and password for the meeting),
 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 for some time, please **DO NOT CLICK LEAVE MEETING BUTTON**, 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 before you speak.
8. By court rule, attorney matters will be heard first.
9. **The court does not answer phones while in session.**

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