

## **SHAKER HEIGHTS MUNICIPAL COURT ZOOM HEARING INSTRUCTIONS**

### **SAVE THESE INSTRUCTIONS FOR YOUR COURT DATE**

YOUR HEARING WILL BE CONDUCTED VIRTUALLY THROUGH ZOOM

If you do not have the ability to appear by Zoom, **YOU MAY APPEAR IN PERSON. Failure to appear by Zoom or in person shall result in a warrant being issued for your arrest.**

### **CONNECTING TO ZOOM WITH SMART PHONE OR COMPUTER (PREFERRED METHOD):**

#### PRIOR TO THE DAY OF YOUR HEARING

1. Open your web browser. Select the website bar at the top of the web browser. Do not go to google or any other search engine. Once you select the website bar at the top of the browser, type in: join.zoom.us
2. Hit Enter.
3. Once on the website, type in the meeting ID number: **894 6696 1821**
4. Select Join.
5. A separate window will pop up and the browser should download the Zoom program if it is not installed. You will know if it was downloaded if the program appears at the bottom right corner of the web browser. If it did not, click on the blue launch meeting button in the middle of the webpage which will download the program. Once you see the program at the bottom right corner of the web browser, click on that and it will complete the installation and open Zoom.
6. Once the program is installed and opened, type in your full name and the password: **818929**
7. The program will then ask you to join with video. Click on that button.
8. Afterwards, you will be placed in the zoom meeting waiting room. Await further instructions as asked in the message box.
9. Once in the meeting, the program will then ask to join with computer audio. Select that button. If you are having trouble hearing, select the arrow next to the microphone image at the bottom left corner and select the proper speaker.

## ON THE DAY OF YOUR HEARING

1. It is advisable to login at least 15 minutes before your hearing.
2. Open the Zoom application and select the “Join” button, which will then prompt you to enter the meeting ID and password.
3. While connected, minimize the noise around you. Keep your sound muted until you need to speak.
4. Turn on your video as the Court would like to see you during the Court proceeding. Thus, connecting to Zoom using a camera on your computer or telephone is the preferred method of connecting to the Court.
5. Dress appropriately for this hearing, just as if you were appearing in person before the Court.
6. Once logged in, you will be automatically placed in a waiting room until the judicial officer is ready for your case. The Court will hear your case when all the people scheduled for your case have connected. If more than one case is scheduled at the same time, the people will be called in the order that they enter the waiting room.
7. Do not conduct any unauthorized recordings of the hearing through video or audio.
8. For an additional video tutorial on Joining a Zoom Meeting go to the Zoom Help Center link: <https://support.zoom.us/hc/en-us/articles/201363193-How-Do-I-Join-A-Meeting->.
9. If you have difficulty connecting, you may also call the Clerk’s office at 216-491-1300 for assistance.

## CONNECTING WITH ZOOM BY TELEPHONE WITHOUT A CAMERA (ALTERNATIVE METHOD):

1. Connecting to Zoom with a video-capable device is the preferred method of the Court. However, if you are not able to connect to Zoom using a computer or smart phone, the Court will permit you to call into the meeting using any telephone you have available following the instructions below.
2. Notify the Court *if* your email address, telephone number and text number are **different** from the information that appears in the notice, within seven days of receiving this notice. You must either call the Clerk’s Office at 216-491-1300, or faxing the information to 216-491-1314.
3. At the time of your hearing, call 1-646-558-8656.
4. You will be asked to enter your meeting ID number which is **894 6696 1821**.

5. If you are asked to enter a participant ID, press #.
6. You will be automatically placed in a waiting room until the judicial officer is ready for your case. The Court will hear your case when all the people scheduled for your case have connected. If more than one case is scheduled at the same time, the people will be called in the order that they enter the waiting room.
7. While connected, minimize the noise around you. Keep your sound muted until you need to speak. Become familiar with the “mute” setting before the hearing.
8. If you have difficulty connecting, you may also call the Clerk’s office at 216-491-1300 for assistance.

**WHAT TO DO IF YOU HAVE NO ABILITY TO CONNECT TO ZOOM WITH A COMPUTER OR A PHONE**

If you have no ability to connect to the Zoom with a computer or a telephone, you must appear in person. If your personal information in the notice is incorrect, you will still need to call and update the information with the Court. You must appear at the Court located at 3355 Lee Road, Shaker Heights Ohio, 44120 on the date of the hearing, and you will be subject to Court COVID-19 screening procedures.

**NOTICE TO PERSONS WITH DISABILITIES**

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Clerk of Court, 3355 Lee Road, Shaker Heights, Ohio 44120 (216-491-1300) at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.