

Spokane Dependency Virtual Hearing Process

Courtroom Professionals:

Prior to your First Zoom Hearing-

Create a free Zoom account and profile so the judicial officer will easily recognize you in the list of hearing participants. To download the Zoom application or use the internet browser for access, visit the zoom website at <https://zoom.us/>

To access your Zoom profile, sign in to the Zoom web portal and click Profile. Please complete name, photo, department, and job title fields.

The screenshot shows the Zoom web portal profile page. The browser address bar displays 'us04web.zoom.us/profile'. The page header includes 'zoom' logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The left sidebar menu includes 'Profile', 'Meetings', 'Webinars', 'Recordings', 'Settings', and 'ADMIN' (with sub-items: 'User Management', 'Room Management', 'Account Management', 'Advanced'). The main content area shows a profile card with a photo and 'Change' and 'Delete' buttons. To the right of the photo are form fields for 'First Name', 'Last Name', 'Phone' (with a dropdown for country and a text input for number), 'Department' (with 'Dependency' entered), 'Job Title' (with 'Family and Juvenile Court Improvement: FJCIP' entered), 'Company' (with 'Spokane Superior Court' entered), and 'Location' (with 'Spokane, WA' entered). The bottom right corner has a blue chat icon.

Considerations for Virtual Hearings and Breakout Rooms:

Virtual hearings have similar considerations as appearing in person in a courtroom

- Dress professional
- Display your name and title using the Zoom profile feature
- Avoid moving your video or quick movements
- Have a plan for appearing by phone if you have technology problems
- One professional per video screen if possible
- Stay muted unless you are asked to speak
- Stay focused on the hearing and be prepared to unmute and speak as needed
- If you leave the hearing, but want to remain logged into the virtual courtroom; mute your audio and video

Although hearings are open to the public, sensitive, and sometimes traumatic, information is shared.

- Limit hearing exposure to people in your environment who are not part of the hearing, by choosing a quiet, confidential space to take part in the hearing when possible
- Only share files during the hearing with the professionals who need the file to do their work
- Be aware of your background and what is showing in your video display

Joining the hearing:

Zoom hearings can be joined from an internet browser, from the Zoom desktop and mobile application, from a landline or mobile phone, and with a H.323 or SIP device.

To download the Zoom application or use the internet browser for access, visit the zoom website at <https://zoom.us/>

- To join the hearing, you will need the meeting code from the assigned judicial officer's docket. Each judicial officer will have a unique 9, 10, or 11-digit number called a [meeting ID](#) that will be required to join the Zoom hearing.
- We ask that court professionals attend hearings virtually when possible.
- Audio only participation by court professionals can be authorized by the court. If you need that accommodation, please let the court know.
- Login 10 minutes prior to the start of your hearing

Join by telephone if:

- you do not have a microphone or speaker on your PC/Mac,
- you do not have a smartphone (iOS or Android), or
- you cannot connect to a network for video and VoIP (computer audio)

To join by telephone:

- If you are joining via telephone, you will need the teleconferencing numbers and meeting ID# for the hearing.
- [If you can only join by phone](#), follow the instructions below for dialing in:
 - Call one of the numbers provided.
 - Enter your meeting ID followed by #.


Phone Controls:

- *6 - Toggle mute/unmute
- *9 - Raise hand

Dial by your location

- +1 253 215 8782 US (Tacoma)
- +1 669 900 9128 US (San Jose)
- +1 346 248 7799 US (Houston)
- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Germantown)
- +1 312 626 6799 US (Chicago)

Assigned Judicial Officer	Zoom Meeting ID
Anderson	938 137 9727
Chavez	461 683 7190
High Edward	823 091 1413
Pelc	523 109 8521
Ressa	382 218 4754
Rugel	680 342 2980
Stewart	968 843 4881
Swennumson	409 955 7821

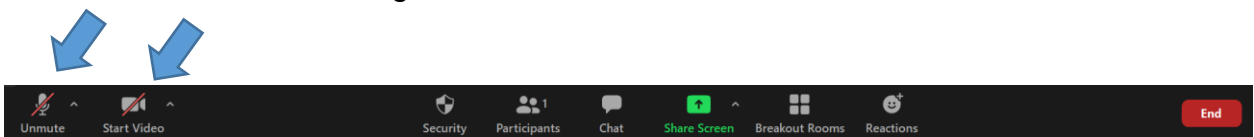
 To learn how to join a Zoom meeting, click this link: [Joining a Zoom Meeting](#)

After Joining the Hearing-

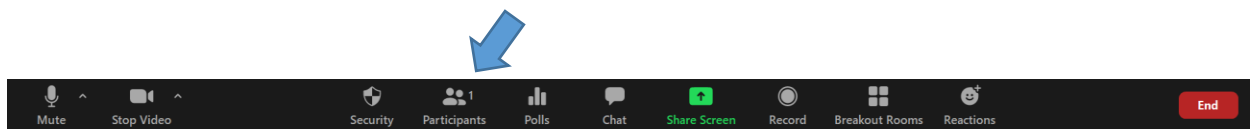
All hearing participants will first enter a virtual waiting room. The virtual waiting room will have your judicial officer’s name.

Prior to the start of the hearing, the judicial officer will add hearing participants to the virtual hearing.

- To ensure you are added to the hearing in a timely manner, **[login to the hearing 10 minutes prior to the start of the hearing.](#)**
- Once in the virtual courtroom, you can choose to stay in the virtual hearing/courtroom all day.
 - If you step away, please stop your video and mute your audio
 - To stop your video and mute your audio, click the mute/video buttons on the Zoom Meeting Control bar.



- As a participant in the hearing, you can ask permission to speak by raising your ‘virtual’ hand. To raise your virtual hand, open the participant list from the Zoom controls. Once open, choose the “raise hand” icon at the bottom of the list.



 To learn how to use basic Zoom controls, click this link: [Zoom Meeting Controls](#)

To increase security for public, virtual hearings, participants will not have access to chat, screen share, share files, create breakout rooms, or annotations.

- If you would like access, you will need to ask the judicial officer to assign you as a co-host.
- Only the judicial officer can mute participants.
- Only the participants themselves can unmute their own audio.
- The judicial officer can request a participant to unmute their audio.
- Only the judicial officer can remove participants from the courtroom.

Confidential Meetings:

To meet with your client or other staff confidentially during the hearing, the judicial officer or co-host can create a breakout room for the meeting.

CAUTION: When exiting the breakout room, choose LEAVE, do not choose LEAVE MEETING.

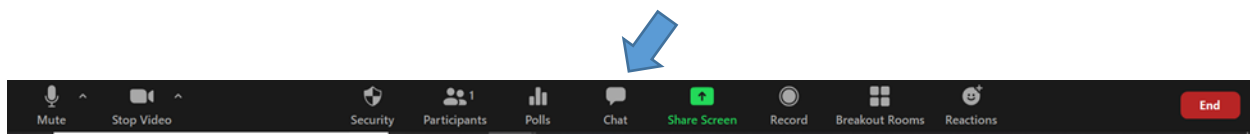


To learn to use the Zoom breakout rooms, click this link: [Zoom Breakout Rooms](#)

Sharing Files:


To share files during a hearing, you will need to ask the judicial officer to assign you as a co-host.


1. Once permission is granted in Zoom, open the chat feature in the Zoom controls



2. Choose the party you would like to send the file to

- To choose a specific party, click on **EVERYONE** and a drop-down menu of names should appear. Click on the name to send the file to.
- You can click on the name to choose individuals to receive the file, or everyone.
CAUTION: If you choose EVERYONE, all people in the virtual hearing will get the file. All hearings are public, so the public will also have access to the file.

3. Click the file icon  at the bottom right of the chat box

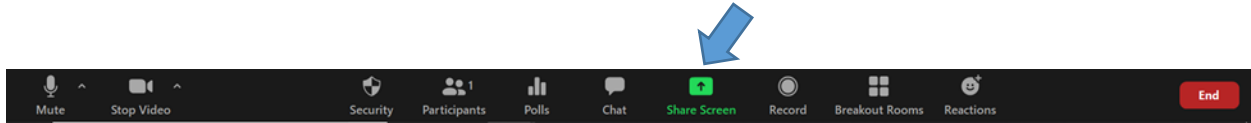
4. Upload your file and then click send 

Sharing Screens:

With the judicial officer's permission, you can share your device/computer screen with the courtroom. **CAUTION:** Screen shares are seen by everyone in the courtroom including the public.

To share your screen:

1. Click on the Share Screen icon on the Zoom Meeting Control Bar



2. A separate window will pop open that only you will be able to see.
3. Click on the image you would like to share
4. Click share

