

Criminal Court  
Virtual Appearance Procedures

FOR ALL ATTENDEES

Update your name in Zoom Settings: If you are a defendant, change your name on Zoom to DEF followed by your last name and first name. For example, “DEF- Doe, Jane”. Change your name to ATTY followed by your name if you are an attorney. Without your name on your account, the judge, judicial assistant, or clerk may not be able to admit you to your hearing from the waiting room, and you may miss your court date.

Choose a quiet location with no background noise. Make sure you are stationary (not moving around) and definitely not driving.

Dress as if you were attending court in person.

Stay muted with your video turned off until your case is called.

The Court will record the proceedings. No other participant or observer is authorized to record the proceeding. Recording of the proceedings by anyone other than the Court is strictly prohibited.

All rules that apply in the physical courtroom also apply during a remote hearing.

If you are unfamiliar with Zoom, watch the following tutorial and practice using the software prior to your court date. <https://youtu.be/LbceegiUfQA>

There will not be a judicial assistant or clerk available to help you with technical issues. It is solely YOUR responsibility to ensure your appearance for your court date.

If you experience electronic difficulties, including but not limited to: weak Wi-Fi signal, loss of battery power, confusion with software use, incorrect Zoom information, or any other issues that prevent your case from being heard, the Court may consider this a non-appearance and issue a warrant for your arrest. **If you are not fully comfortable appearing electronically, it would be best for you to appear in person.**

If you are disrespectful, disruptive, or otherwise behave inappropriately during the hearing, you may be muted or removed from the hearing by the Court. Other consequences for failing to appear or behaving inappropriately may include being required to attend all future hearings in person and sanctions, such as fines and jail time.