

DIVISION 67 - VACANT

ZOOM VIDEO APPEARANCE INFORMATION

Zoom website: www.zoom.us

Zoom Video Conference Meeting ID: 889 439 4065 (no password required)

- Participants shall ensure they are properly identified by their first and last name. Zoom identifiers such as “iPhone” are insufficient.
- Participants shall ensure that audio and video are both enabled.
- Participants will initially be placed into the virtual waiting room and will be moved into the virtual courtroom once the hearing begins. Participants shall have their microphone muted and their camera off when moved into the virtual courtroom. Participant microphone and camera are both required to be activated once the case is called.
- Participants shall not move their device around during the Zoom proceedings.
- Participants shall limit distractions and find a quiet place to participate in the hearing.
- Participants should make sure that others using their Wi-Fi network minimize their usage in order to have the best possible connection.
- Participants who interrupt the proceedings, or create a distraction, will be disconnected.
- Hearings conducted by Zoom are official court proceedings, and proper courtroom decorum must be followed, including appropriate attire.
- Unauthorized recording of Zoom proceedings is not permitted.
- If a court reporter is present, they must meet the requirements in Seventh Judicial Circuit Administrative Order 2014-023.