

## Zoom Information for Division 70 – Judge Belle B. Schumann

Due to COVID-19 pandemic restrictions, many hearings will be conducted via Zoom remote conferencing. Please review the following information and procedures to assist you in attending your hearing via Zoom.

### How to Access Zoom:

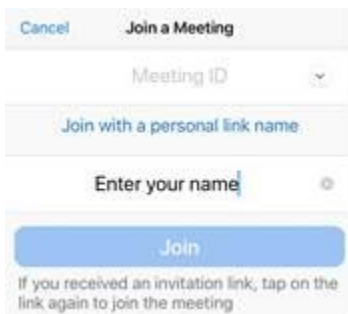
To appear at your hearing using Zoom, you will need computer, tablet or smart phone with internet access.

*On your computer:* You will need a camera and microphone. You can access Zoom by going to the website: <https://zoom.us/> on the date and time of your hearing. Click “JOIN A MEETING” at the top of the page. Enter the Meeting ID 736 5948 386. Click “JOIN”. There will also be a spot to enter your name. This is the name the judge will see in the hearing. Please enter your first and last name so we can find your case.

*On your tablet or smartphone:* You will need camera and microphone. You can access Zoom by using the computer instructions above. However, it is more user-friendly to download the app. The app is free to download on the Apple Store or Google Play Store. When you open the app, you should see this screen:



Click “Join a Meeting”. The next screen should look like this:



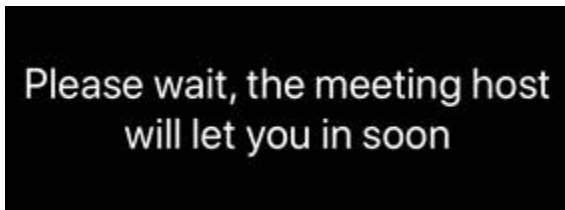
Enter the 10-digit Meeting ID 736 5948 386.

Please also enter your full first and last name. This will help us identify you and your case during the hearing.

Click “Join”. Once you click “Join” you may receive the below pop-up. Select “Call using Internet Audio”. You must enable your audio for the hearing.



When you get the below screen, you are connected to the meeting. The judge will bring you into the session shortly. Please do not disconnect. These are small sessions and we are addressing cases as quickly as possible.



### **Breakout Rooms:**

During your hearing, the Court may send you to a “breakout room.” Breakout rooms are intended to be used in much the same way as a side room in a traditional courtroom to give a smaller number of participants more privacy to discuss their case without interrupting the ongoing proceedings. Commonly the court will use breakout rooms to allow attorneys and clients to confer with each other in private, as well as to allow opposing parties in a case to discuss a possible settlement.

When you are sent to a breakout room, it is important to know how to get back into the main Zoom room once you are finished. The way you leave the breakout room is different depending on the device you are using to attend the hearing.

#### *Computer or Tablet*

For persons appearing on a computer or tablet, when ready to return to the main room, click on the button at the bottom right corner of the screen labeled “Leave” and then choose “Leave Breakout Room.” **DO NOT** choose “Leave Meeting” or this will end your connection to the overall Zoom hearing.

#### *Android or iOS*

For persons appearing on an Android or iOS smartphone device, when you are ready to return to the main room, click on the button in the upper right corner of the screen labeled “Leave” and then choose “Leave Breakout Room.” **DO NOT** choose “Leave Meeting” or this will end your connection to the overall Zoom hearing. If you do not see the “Leave” button on your screen while in the breakout room, try tapping your finger on the screen to show any buttons and menus that were auto-hiding.

#### *Telephone (non-smartphone)*

For persons appearing for the hearing by dialing in on a telephone, you must hang up and call back into the main hearing room when you are ready to return to the main room. However, if the Court has closed all breakout rooms, and you receive a notification of this, you can press the “#” key to return to the main room immediately instead of waiting for any countdown timer to expire.

#### *Chromebooks/Chrome OS or Zoom Rooms*

At this time, participants using a Chromebook, the Chrome OS or joining the Zoom session through the Zoom Rooms app are unable to participate in a breakout room.

## **Renaming:**

The Court requests that all participants designate their proper first and last names to appear on the screen during the Zoom hearing. This effort will help the Court tremendously in keeping track of which parties/participants are in attendance.

If you have not already designated your name on screen to appear as your first and last name, you can also do so from within the “Participants” tab at the bottom of the screen. First, click on “Participants” which will open up a list of all attendees currently in the room. Second, click on the “Rename” button at the bottom. Third, in the dialog box that appears, enter your first and last name and then click the “OK” button.

Attorneys are also asked to make sure their name on Zoom includes “Esq.” or “Attorney” so the Court can recognize all licensed attorneys present for the hearing. As a professional courtesy, the Court will attempt to call attorneys’ cases early in the session whenever it is feasible to do so.

## **If You Can’t Access Zoom:**

In some cases you *may* be permitted to connect to the meeting via telephone. If you are unable to use Zoom and would like to request permission to appear by telephone you must contact us in writing. Please include your full name, case number, current valid mailing address and phone number.

Mailing Address: Clerk of the Court – Criminal (Misdemeanor)  
101 North Alabama Avenue  
DeLand, FL 32724

Fax: (386) 736-5143 – This comes directly to Judge Schumann’s office. You do not need to use a cover sheet.

E-mail: [Lmpomar@circuit7.org](mailto:Lmpomar@circuit7.org) or [Division70@circuit7.org](mailto:Division70@circuit7.org)

If you send your request via e-mail we will respond via e-mail. If you mail or fax your request, we will mail the response to the address you have on file with the Clerk’s Office. Please let us know if you need to update your mailing address.

Please note: it is not guaranteed the Court will grant your request to appear telephonically. In many cases, the judge must be able to see and hear you.

## **Before Your Hearing – Procedures:**

Judge Schumann’s procedures are noted on the Circuit 7 website. Please review the procedures prior to your court hearing. You can use this link: [www.circuit7.org/County%20Judges/schumann.html](http://www.circuit7.org/County%20Judges/schumann.html) or follow these directions:

Go to the Seventh Judicial Circuit Court of Florida website at [www.circuit7.org](http://www.circuit7.org).

In the About the Court section, click on “Judges”.

This will take you to the Judges of the Seventh Judicial Circuit page.

Click on “Jump to County Court Judges.” Click on “Belle B. Schumann”, near the bottom of the list.

Click on each of the links to view them.

You must MUTE your microphone when you join the meeting. Only unmute when your case is called. This will eliminate background noise.

Both video and audio are required. Please make sure you have enabled both.

Identify yourself when you speak.

There is NO sidebar.

Please dress appropriately for a court hearing.

Remember that everyone in the hearing can see everything behind you.

When your case is complete the judge will tell you it is ok to leave the hearing. Click the Exit the Meeting button to leave the hearing.

**What if Something Goes Wrong?**

If you have technical difficulties on the day of your Zoom hearing, the Judicial Assistant may be able to help you. You may call Judge Schumann's office at (386) 736 – 5948. Please keep in mind we receive many calls for assistance. If you cannot get through please leave a voicemail and we will call you back as soon as possible.