



## How to Use Zoom for Court

### Sixteenth Judicial Circuit

#### What will I need to attend Court using Zoom?

You will need a **desktop computer, laptop, smartphone or tablet** that are equipped with a camera and microphone and a **stable Internet connection**. If you do not have access to those devices, see the **Call-In Options** section.

#### First Step: Install Zoom for Free

- For **smartphones and tablets**, install Zoom from the Play Store or App Store.
- For your **desktop computer, laptop or notebook** device with webcam and microphone, please visit [www.zoom.us](http://www.zoom.us) and follow the instructions to download the app.

#### Second Step: Create an Account

Create a Zoom account by going to Zoom.us, click, "**sign up, it's free,**" and follow the prompts from there. You will need to use your email address and create a password. You only need to do this one time; this is the account you will use each time you enter a Zoom virtual hearing.

You should test audio and video at least 24 hours before the conference. This can be done in the "**Preferences**" or "**Settings**" window of the program. Test the program to be sure you have a strong Wi-Fi connection. If your signal strength is too weak this may impact your ability to participate in the virtual hearing. If you are unable to participate by video, see the section titled "**Call-In Options.**"

#### Third Step: Join the Zoom Call

***Be sure to join the Zoom call 15 minutes before the start time***

To join, you will need to access the Zoom remote court session information found at <https://www.illinois16thjudicialcircuit.org>.

1. Click on the **LIVESTREAMING** icon in the center of the page or "**Attend a Remote Court Hearing**" below it, locate your assigned courtroom and click on the link "**Join Hearing.**"
2. A Meeting URL link to the hearing is provided. Click on the link, your Zoom app will open, and a screen should load showing your face. After you see this screen, click "**Join with Video.**"
3. The name you choose for yourself will be shown on the screen during the call. **You must use your full name as it appears in your case AND your case number so you can be identified.** If you fail to do so, you may not be admitted into the proceeding from the Waiting Room.
4. Once these above steps have been completed, you will have joined the Zoom session and be placed into the Zoom Waiting Room. (When in the Waiting Room, you cannot hear or see the court proceedings.)
5. When the court is ready to hear your case, you will be given entry into the Zoom meeting from the Waiting Room.
6. A message box will then appear asking you to "**Join with Computer Audio,**" or "**Join with Internet Audio.**" Making your selection will allow you to hear the meeting and speak through your device.