



# Remote Proceedings Instructions

Court Reporters

Iowa Judicial Branch remote proceedings are done by Zoom. As the Zoom host, the Zoom application should be accessible on your work laptop or tablet.

Zoom remote proceeding information should be included in the scheduling order. If an in-person proceeding moves to a remote proceeding, an additional order with the Zoom meeting link must be filed.


## Prior to Hearing

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The Zoom meeting link or meeting ID and passcode should be included in the scheduling or additional order and added to the online docket, making it accessible to attorneys and parties. If the judge has instituted the use of a virtual background image from the Iowa Judicial Branch toolkit, please save the photo, which can be found on the Iowa Judicial Branch website, to the computer you will be using for the proceeding.

If you are running the Zoom proceeding from your computer, allow five minutes of time prior to the start of the hearing to log in, change your background image, and admit participants from the waiting room into the call.

To schedule out remote proceedings in advance, open the Zoom app and select **Schedule**. On the screen, you will be able to change the meeting name, set the time, and create a simple passcode. When done, click **Save** at the bottom of the screen. You can add the remote proceedings to your calendar by selecting **Open with default calendar**, or you can select **Copy to Clipboard** and paste it into your IBM Notes Calendar.

 Schedule meeting

### Schedule Meeting

**Topic**

Marissa Gaal's Zoom Meeting

**Start:** Wed November 2, 2022 09:00 AM

**Duration:** 1 hour 0 minute

☐ Recurring meeting Time Zone: Central Time (US and Canada)

**Security**

☒ Passcode 229709  
Only users who have the invite link or passcode can join the meeting

☒ Waiting Room  
Only users admitted by the host can join the meeting

☐ Only authenticated users can join: Sign in to Zoom

**Video**

Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

**Audio**

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

**Calendar**

☐ Outlook ☐ Google Calendar ☒ Other Calendars

**Advanced Options**

[Save](#) [Cancel](#)

## Day of Hearing

Before joining the remote proceeding, be dressed in court appropriate attire that you would wear for an in-person proceeding.

Join the Zoom proceeding by opening your Zoom app and selecting the correct remote proceeding and hitting **Start**. After beginning the Zoom meeting, you will be asked to accept the Iowa Judicial Branch's Zoom disclaimer (image 1). Click **Agree**. Zoom will then prompt you to **Join with Computer Audio** (image 2), as well as give you an option to test your microphone and camera. If this is your first remote proceeding, see instructions for how to test your audio and video settings below.

### Judicial Branch Disclaimer for Zoom Meetings/Hearings

Recording or rebroadcasting of a court proceeding held by video or telephone conference, including pictures, screenshots, or other visual or audio copying, is prohibited absent an expanded news media coverage order. Any violation may result in contempt of court or other sanctions. Please note judicial branch staff may be recording this proceeding.

This disclaimer was generated by your account admin.

Agree

Cancel

Image 1

Phone Call

Computer Audio

Join with Computer Audio

Test Speaker and Microphone

☐ Automatically join audio by computer when joining a meeting

Image 2

Click on the small link shown in image 2 titled **Test Speaker and Microphone** to test your audio and video settings. After clicking the link, the Zoom video will open and there will be a box in the lower left-hand corner (image 3). You should hear a ringtone from your laptop, computer, or phone. If you are not able to hear the ringtone, check that your device's volume is turned up and unmuted. Click **Yes** when done testing the speakers and then you will see the box to test your device's microphone (image 4). Speak at the volume you would for an in-person proceeding and you will see the levels increase on the gray bar. If your speech is not picked up, select the button **No, Try Another Microphone**. Complete with testing, select **Yes** and you will be admitted to the proceeding.

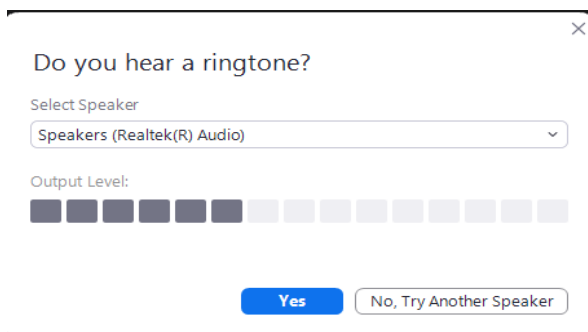


Image 3

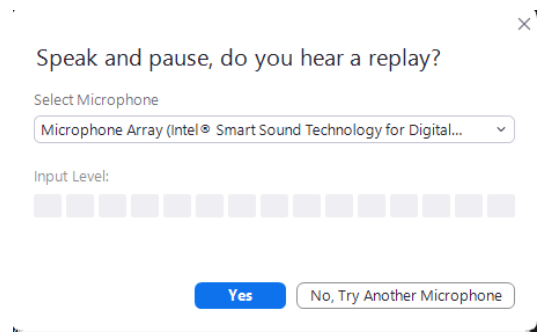
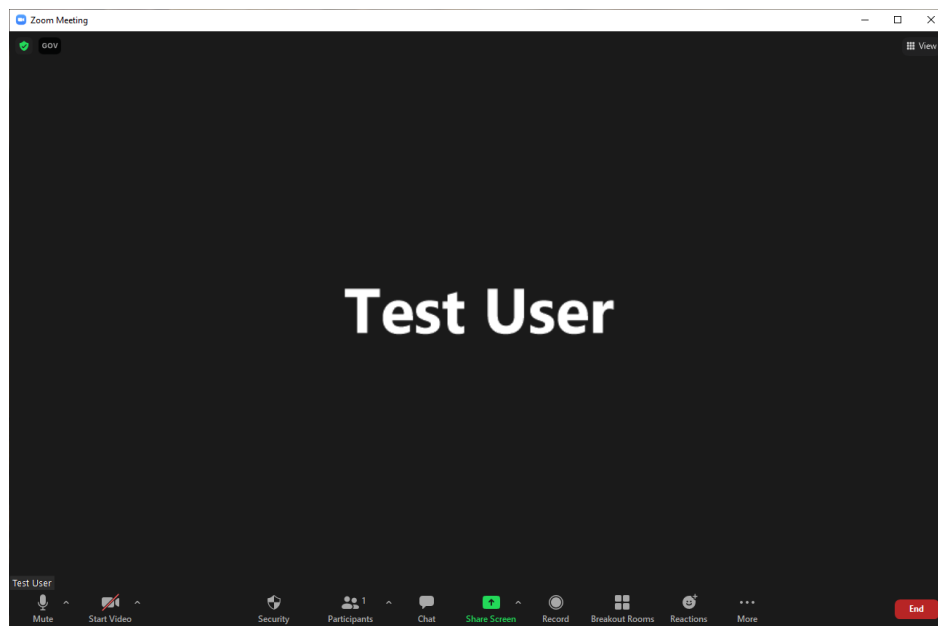
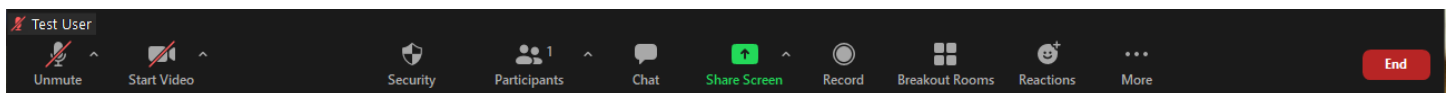


Image 4

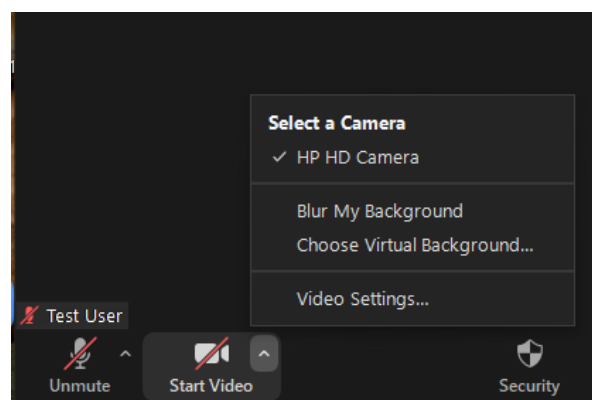
Once you have joined, this is what your screen will look like:



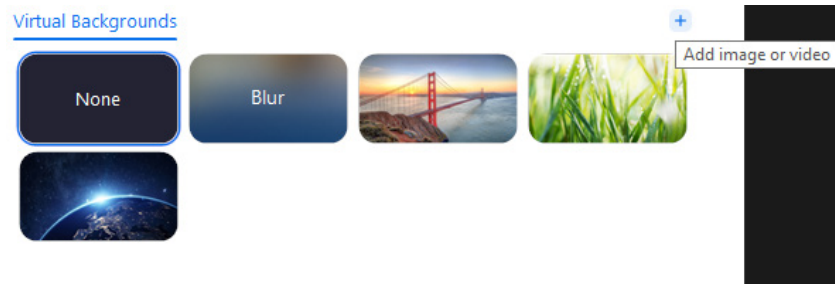
You will find your audio and visual controls at the bottom of the Zoom window.



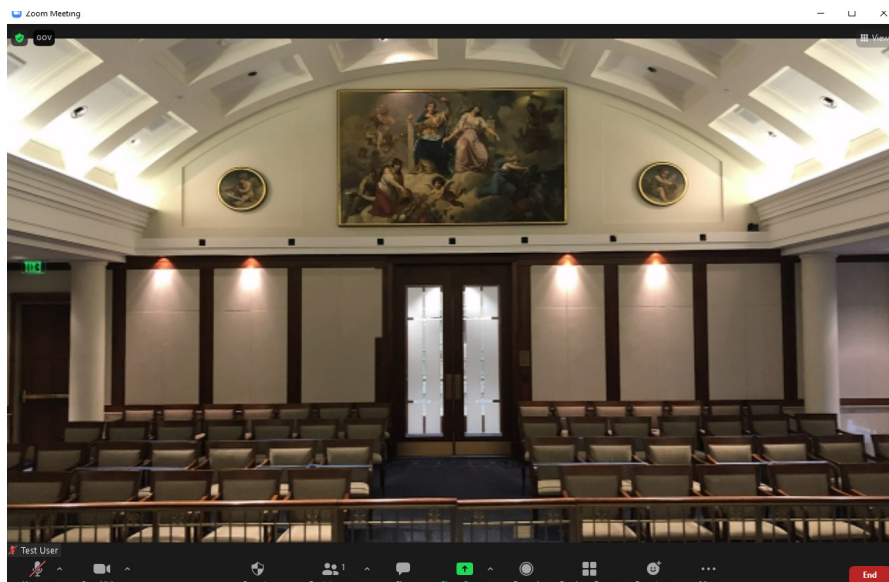
If the judge has instituted mandatory virtual backgrounds, change your background to the appropriate picture found on the Iowa Judicial Branch website. Click on the arrow next to your video icon on your control panel and select **Choose Virtual Background...**



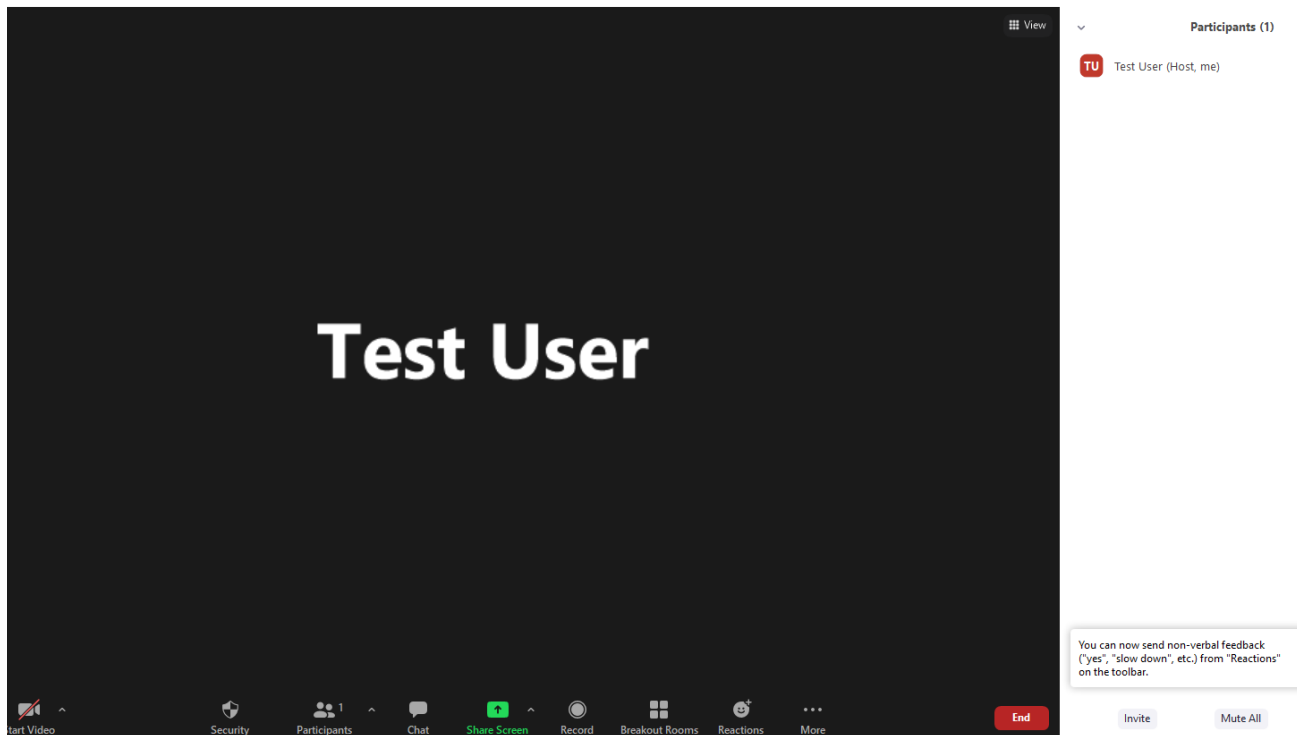
You will see stock photo options. Click on the small gray plus sign above the stock images and upload the photo from your computer that was sent to you with the original meeting information. Once it is uploaded, it will be highlighted in blue when selected. Close out of this window.



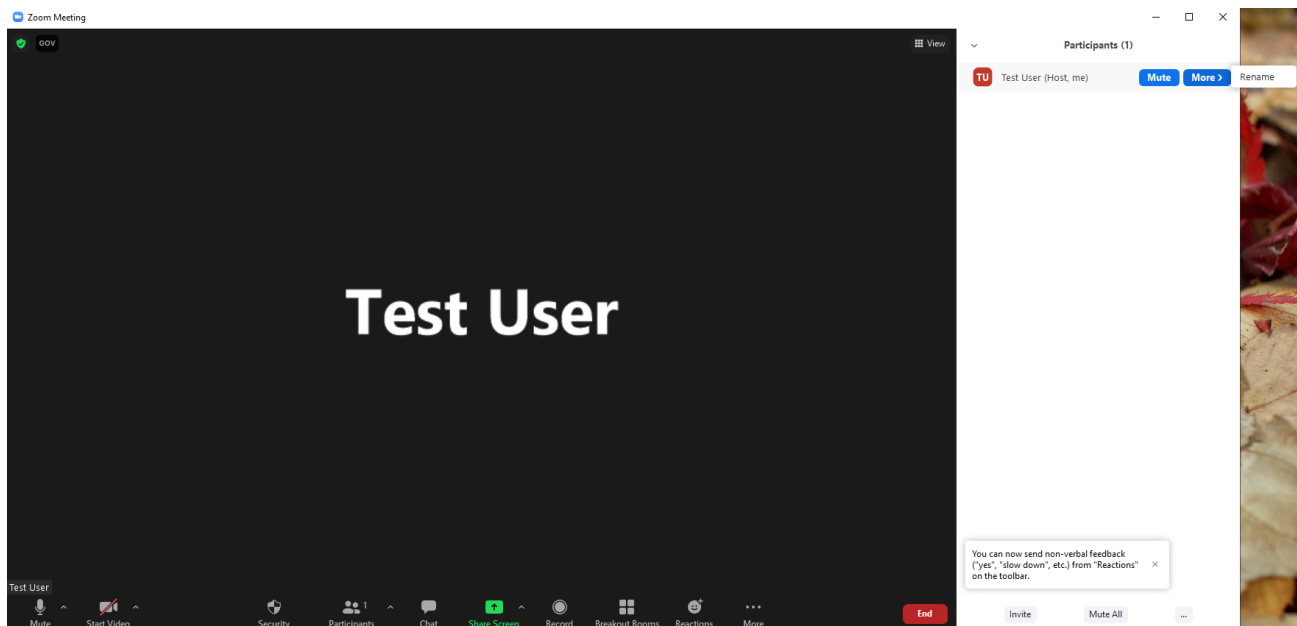
Your screen will look something like this. When your camera is turned on, you will appear in front of the image as if on a green screen. It is important when using a virtual background to be sitting with your back to a plain wall as possible, with windows or light sources directly in front or to the side of you, never behind.



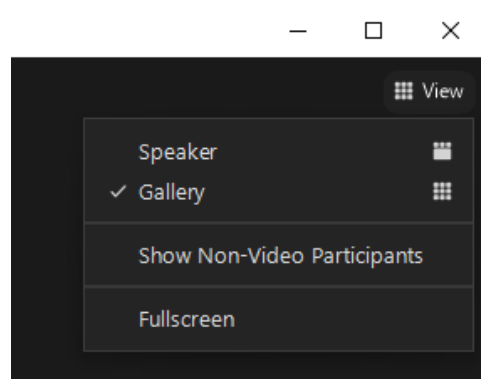
When you enter the video conference, your video should be on and your microphone muted. If your name appears incorrectly, click on the **Participants** icon on your control bar.



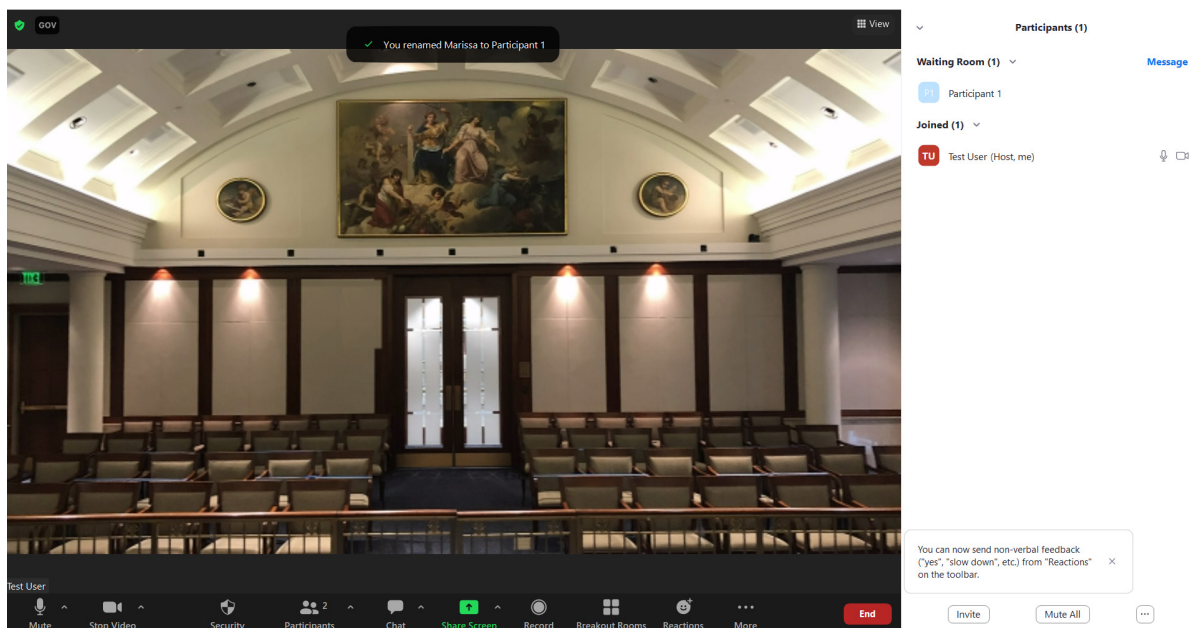
Click on the blue **More** button next to your name and select **Rename**. Use your judicial title followed by your first and last name.



Next, in the top right-hand corner of the Zoom window, click on the **View** icon and select Gallery in order to see all attorneys, parties, and witnesses on one screen.



As the host of the meeting, you will use this same **Participants** panel to view the Zoom's waiting room and admit people as they join. You may also edit their display names in the same manner as shown above.



Click on the blue **Admit** button to the right of the participants name to admit them to the proceeding.

Once all parties have joined, court can be called into session. Should you choose to record your remote proceeding, click the circle record icon in your video call's toolbar at the bottom of the screen.

As host of the Zoom proceeding, you are able to set and maintain order in your virtual courtroom via the **Participants** panel. If a participant begins speaking but their microphone is muted, you can alert them and **Ask to Unmute Microphone** (image 5). If a participant is disrupting the proceedings, you can stop their video, mute their microphone, place them back in the waiting room, or remove them from the call. These options can be seen by hovering over the participants name and clicking on the elipsies icon on the right-hand side (image 6).

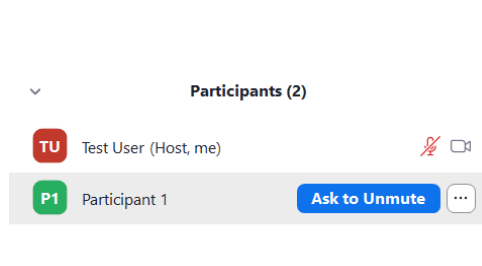


Image 5

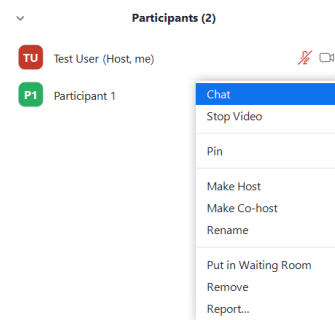


Image 6

For remote proceedings that require an attorney to submit and show evidence on the Zoom call, you can make the attorneys co-hosts, which allows them to share their screens. To make an attorney a co-host, select the **Participants** icon from the toolbar and hover over the attorney's name. Click on the gray elipses and select **Make Co-Host** (image 7).

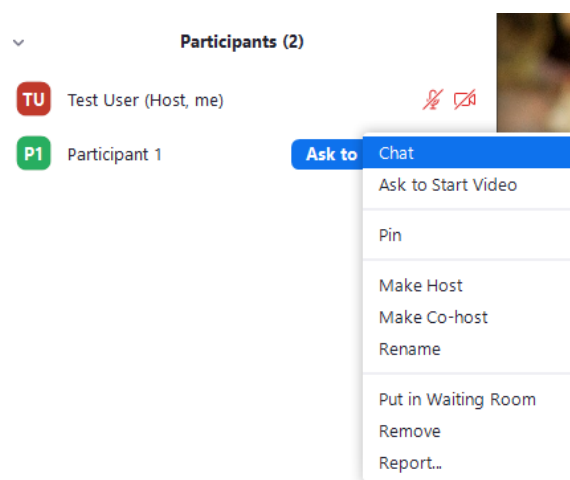
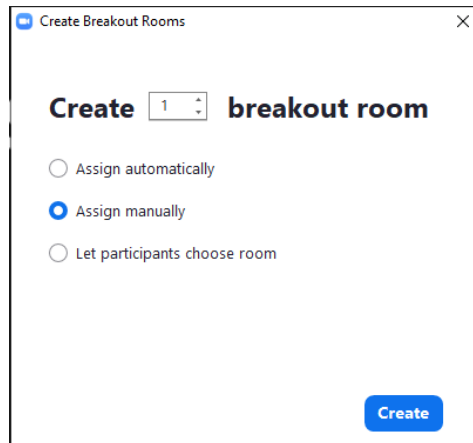


Image 7



At the behest of the judge, if an attorney requests a breakout room to conference confidentially with their client or the judge select the **Breakout** icon on the toolbar. Select the number of breakout rooms needed and manually assign the Zoom participants to their room to ensure confidentiality.



The screenshot shows the 'Create Breakout Rooms' dialog box. At the top, it says 'Create Breakout Rooms' with a close button (X). Below this, the text 'Create' is followed by a numeric input field containing the number '1', and then the text 'breakout room'. There are three radio button options: 'Assign automatically', 'Assign manually' (which is selected), and 'Let participants choose room'. At the bottom right, there is a blue button labeled 'Create'.

When the proceeding concludes, click the red **End** button on the control panel to exit the Zoom video conference. As the host, it will prompt you with another button reading **End Meeting for All**.

