



# Remote Proceedings Instructions

Parties and Witnesses

Iowa Judicial Branch remote proceedings are done by Zoom. You do not need a Zoom account to participate in remote proceedings, but it is free to create a account and download the app to your computer or laptop for ease of use. You can create an account and downloap the app here: <https://zoom.us/>.

The Zoom remote proceeding information will be included in the scheduling order where you can either copy and paste the meeting URL or the Zoom meeting ID and passcode. If an in-person proceeding moves to remote proceeding, an additional order with the Zoom meeting information will be filed by the judge.

## Prior to Hearing

Prior to the day of your scheduled proceeding, you should obtain the Zoom information from the scheduling order. If the presiding judge requires 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 and save the meeting details to your calendar.

If you are not familiar with Zoom, open the application before your scheduled proceeding and familiarize yourself with the controls, layout, and audio and visual settings. See page 3 for more information.

## Day of Hearing

Before joining the remote proceeding, be dressed in court appropriate attire.

Join the Zoom proceeding by clicking the Zoom link in the scheduling order. After clicking on the link, 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.

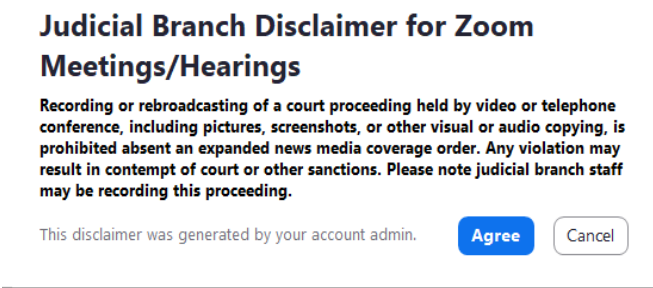


Image 1

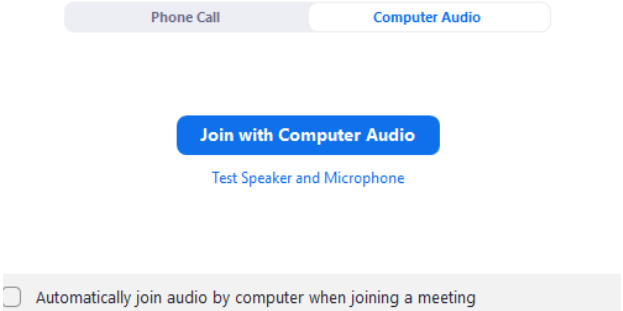


Image 2

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.

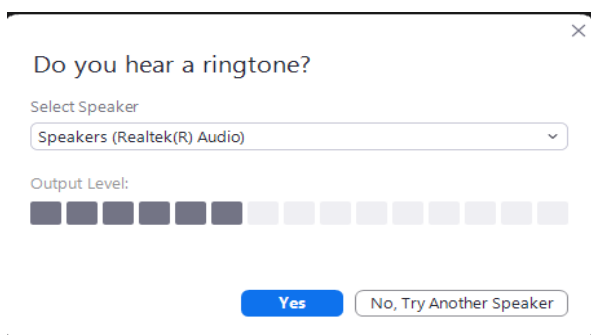


Image 3

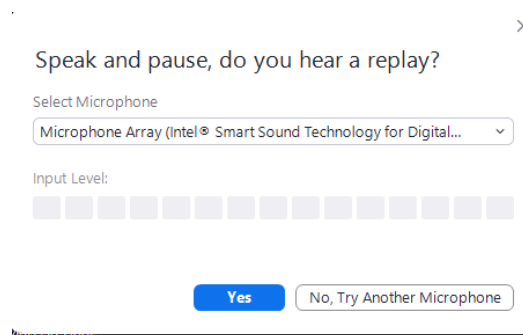
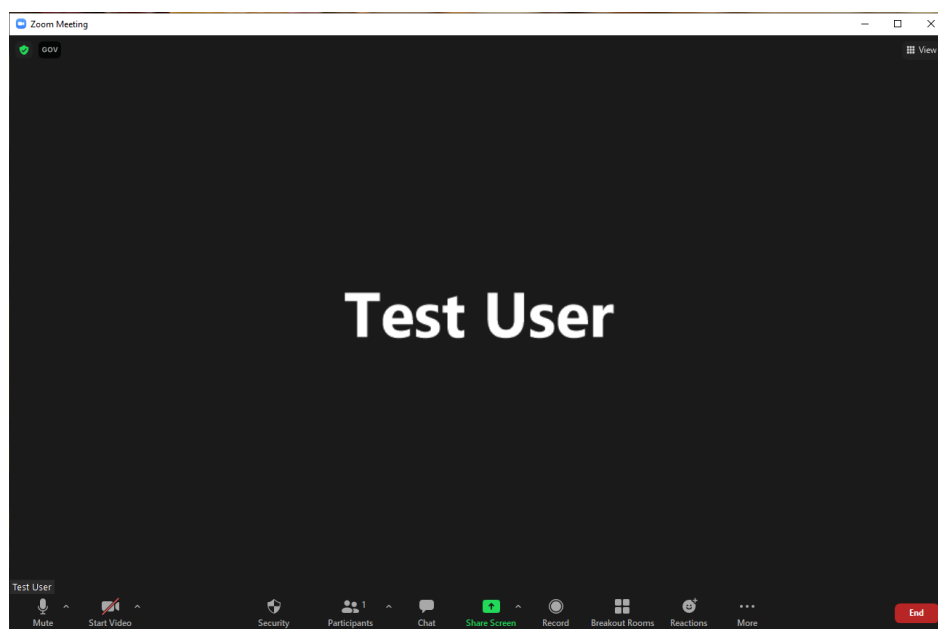
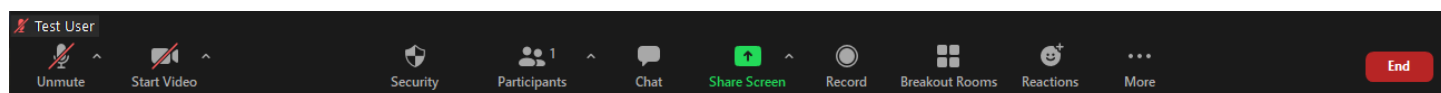


Image 4

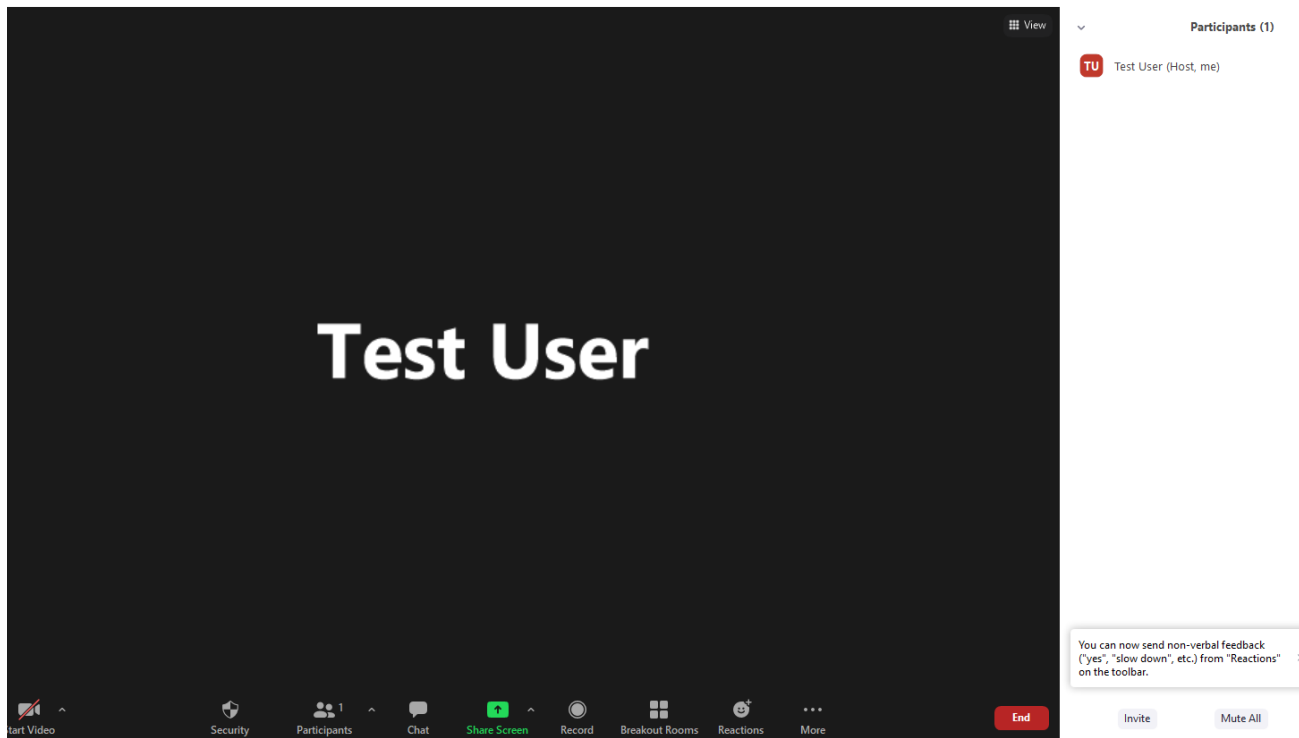
Once you have joined the call, this is what your screen will look like:



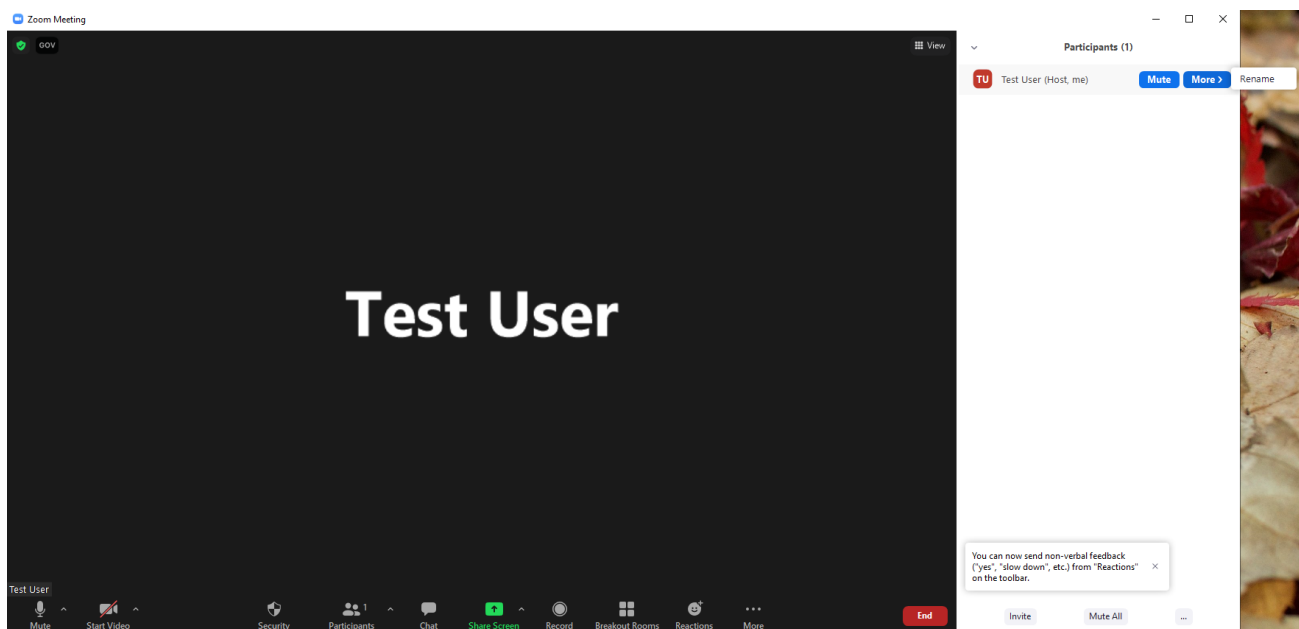
You will find your audio and visual controls at the bottom of the Zoom window.



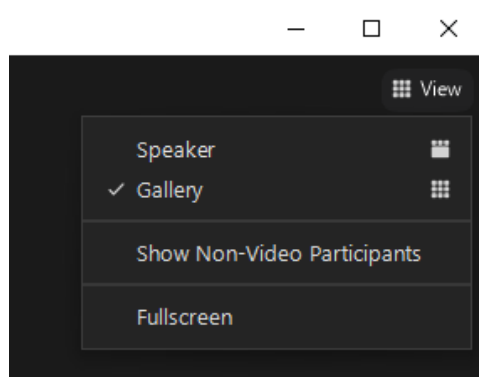
When you enter the video conference, your video should be on and your microphone muted. If your name appears incorrectly, click on the **Participants** icon on your control bar.



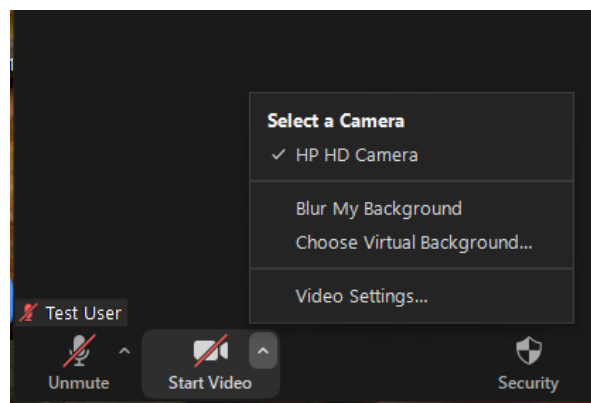
Click on the blue **More** button next to your name and select **Rename**. Use your first and last name.



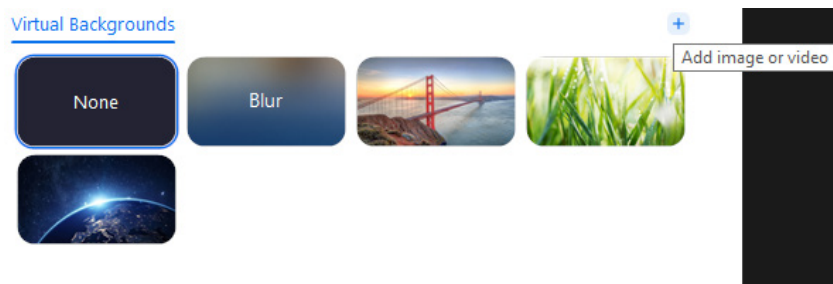
Next, in the top right-hand corner of the Zoom window, click on the **View** icon and select Gallery in order to see all parties and the judge on one screen.



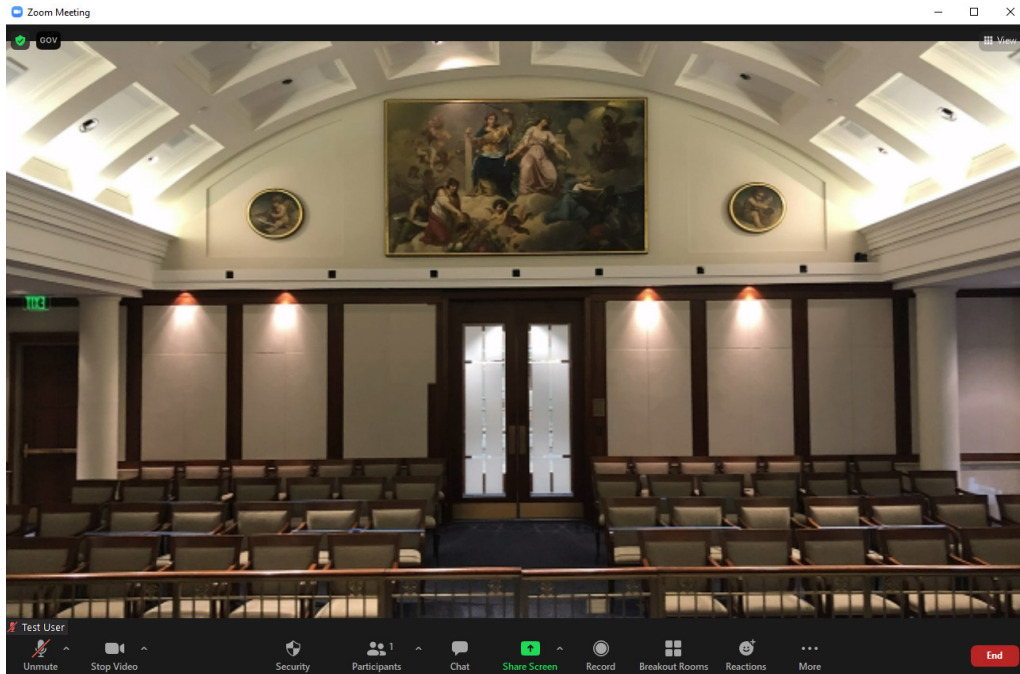
If required by the judge, change your background to the picture downloaded from the Iowa Judicial Branch website. Virtual backgrounds will be used at the discretion of each judge to create a consistent, remote courtroom setting. Click on the arrow next to your video icon on your control panel and select **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 as plain a wall as possible, with windows or light sources directly in front or to the side of you, never behind.



Once all parties have joined, the judge will call court into session. If you are a witness, you may be asked to leave the call after giving your testimony.

When the proceeding concludes or you completed your testimony, click the red **End** button on the control panel to exit the Zoom video conference.