

WELLS JUSTICE/MUNICIPAL COURT REMOTE APPEARANCE GUIDELINES

PLEASE SIGN IN USING THE COURT'S ZOOM ID: 819 197 8107, AT YOUR SCHEDULED HEARING TIME, AND WAIT PATIENTLY (HEARINGS ARE SCHEDULED ON A STACKED CALENDAR). ONCE IT IS TIME FOR YOUR HEARING TO BEGIN, THE COURT WILL ADMIT YOU INTO THE HEARING.

** The court does not provide technical support for Zoom participants. Please refer to the Zoom Help Center for online guidance. **

Important Notice: Recording Is Strictly Prohibited

Recording, copying, photographing, and rebroadcasting of court proceedings is prohibited by federal law. A violation of this prohibition may result in sanctions, including suspension of your license to practice before this court, referral to the state bar, denial of the right to appear by video or telephonically at future proceedings, criminal prosecution, contempt, denial of admission to future hearings, and any other sanctions deemed necessary by the Court.

Case Participants

Attorneys, witnesses, case parties, etc., ("panelists") in a Zoom proceeding with the court must follow the guidance below. Adequate preparation and testing of your system is required to ensure a good experience for everyone involved. For security and enforcement of court standards, the court may disable some Zoom interactions (such as chat, screen share, whiteboard, Q&A, etc.) to maintain a safe and secure environment.

You must be dressed in business casual attire meaning, collared shirts, sweaters, blouses, slacks, suits, and dress shoes, opt for clothing in solid colors, like navy blue or dark grey, please refrain from wearing hats or sunglasses. **YOU SHOULD LOOK PRESENTABLE.**

You are asked to give the court your undivided attention. Meaning you must be in a quiet place with zero distractions, not driving or participating in other activities.

The court asks that your name is entered in your name field when joining the Zoom meeting. **Note inappropriate or unidentifiable names will not be admitted to the meeting.*

FAILURE TO ABIDE BY THESE RULES MAY RESULT IN FUTURE DENIALS OF REQUESTED REMOTE APPEARANCES AND REMOVAL FROM THE MEETING.

Technology Requirements

- **Internet access**
 - Free public Wi-Fi does NOT offer the stability and strength required to participate in a Zoom hearing.
- **Devices**
 - Computer (laptop or desktop), tablet, smartphone, with Zoom Desktop Client or app installed.
 - Telephone for audio-only participation. *Telephonic participants cannot be promoted to a Panelist in a webinar.*
 - Interpreters must use a computer, not a smartphone or telephone.
- **Camera & microphone**
 - Laptops, tablets, and smartphones have these tools integrated into the device. Some computers must be paired with external microphones and cameras that have been tested prior to the hearing.

Things to Do Before Every Zoom Event

1. Connect your device to a power source.
2. Make sure your internet connection is good:
3. Turn off all audio disruptions (phones, messaging alerts, email alerts, etc.)
4. Perform a test to connect with another Zoom user, or use the Zoom test meeting:
(<http://zoom.us/test>(link is external))
[Zoom Help Center: Joining a test meeting](#)