



STATE ATTORNEY'S OFFICE VICTIM SERVICES UNIT Zoom Hearing Assistance

Before a scheduled Zoom Hearing:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. You will need to download the conference platform at <https://zoom.us/> prior to the scheduled hearing time and date. Once downloaded, create a free account.
3. The 9-digit Meeting ID (e.g. 999 9999 9999) for the courtroom and case will be provided to you with the appropriate Courtroom Meeting ID by the Assistant State Attorney (ASA) or Victim Specialist (VS) assisting you.

NOTE: In order to participate via computer, tablet, or smartphone, you will need the 9-digit Meeting ID.

To join the scheduled Zoom Hearing:

1. Sign in to your Zoom account 10-15 minutes prior to the scheduled court hearing time.
2. Once you have signed in to your personal Zoom account, click "Join a Meeting," and enter the 9-digit Meeting ID provided to you by the ASA or VS.
3. You will be sent to a video preview prompt with two options available — make sure you choose "Join without Video."
4. You will be placed in a virtual waiting room. Please be patient, as the Court attempts to stay on schedule but may have other hearings or meetings before or after you. While in the waiting room, you will have an opportunity to test your audio at this point by clicking on "Test Computer Audio."

NOTE: It is very important that your microphone is muted and you remove ANY pictures (avatar, etc.) associated with your Zoom account – your screen should be solid black and displaying your Zoom account name (it is recommended that you confer with your Victim Specialist regarding your account name since it is visible to all participants).

If you have any questions or concerns, or you would like to test the platform prior to the scheduled Zoom Hearing, please do not hesitate to contact your Victim Specialist.