

# Steps to Participate – Zoomgov Remote Videoconference

(04/20/20)

## NOTICE

*The operation of any video or audio recording device by any lawyer, litigant, participant, or observing member of the press or public, is prohibited during remote proceedings. Therefore, with the exception of authorized Court personnel, **any person remotely participating in, or listening to, a remote Court proceeding may not record, or cause to be recorded, any such proceeding.** Furthermore, no person participating in, or listening to, such a proceeding may rebroadcast, live-stream, or otherwise disseminate any live or recorded audio or video of the court proceeding.*

[E.D. Va. Loc. Crim. R. 53, Loc. Civ. R. 83.3, General Order 2020-11](#)



## Court authorization is required to participate in Zoomgov videoconferences

(if you are a member of the public, remote access is provided by teleconference only)

[Steps to Participate – Remote Teleconference](#)

### IMPORTANT – PLEASE READ

- prior to connecting, please see: [Preparing to Participate in a Zoomgov Video Conference](#)
  - use **only one audio connection** when attending; as an unwanted echo is created when connecting with personal phone in addition to computer audio.
  - if participating in the same room with others using their own equipment, there needs to be sufficient space between the users or the same echo will exist.
- <https://support.zoom.us/hc/en-us/articles/202050538-Audio-Echo-In-A-Meeting>

Step	Action
1	Receive, Accept, and Retain Email Meeting Invitation for Remote Videoconference Hearing from the Host (usually the Courtroom Deputy) <ul style="list-style-type: none"><li>- if you have need for an additional invitation to be sent to someone to attend, please forward your invite to them and email the Host that you have done so for that additional person to be authorized to attend</li><li>- if you have need for someone to just listen in and not participate, <b>DO NOT</b> forward the invitation and have them refer to the <a href="#">Steps to Participate – Remote Teleconference</a> link</li><li>- a preliminary test session may be conducted prior to the actual scheduled hearing to confirm settings and procedures to be used</li></ul>
2	On Date and Time of Hearing, click on the “Join Zoomgov Meeting” link and reference any additional information as needed to join the videoconference
3	Remain in the Waiting Room until allowed to enter by the Host
4	Once admitted, at the bottom left of the Zoom screen, locate the <u>inactive</u> buttons for  Audio  and Video  Click to <u>activate</u> them so that they are “ON” and functional (with no need to separately dial in)
5	Participate in Hearing; if needed request use of Break Out room from the Host
6	When finished, click on Leave Meeting

If you have any questions or concerns about Zoomgov video access for a particular hearing, please contact the assigned courtroom deputy for the presiding judge prior to the hearing.