

# King County Superior Court Ex Parte Virtual Hearing Instructions

All parties must appear by virtual video and audio for hearings in the Ex Parte Department.

## JOIN BY

### **1. On-line**

Go to: <https://zoom.us>

Click: "join a meeting"

Enter: Virtual Courtroom ID number (below)

### **COURT PREFERRED METHOD**

### **2. App (mobile or desktop)**

Download: Zoom App (free)

Click: "join a meeting"

Enter: Virtual Courtroom ID number (below)

### **COURT PREFERRED METHOD**

### **3. Phone\***

Call one of the phone numbers listed below

Enter the Virtual Courtroom ID number

\* please only join by phone if you cannot join on-line or by app

*The use of video is expected and, in most cases, required unless an exception is granted in the specific courtroom.*

**VIRTUAL COURTROOM ID NUMBER (SUBJECT TO CHANGE): 955 8948 6575**

**DIRECT LINK: <https://kingcounty.zoom.us/j/95589486575>**

TELEPHONE (Select Any): **Dial \*67 before you dial a phone number, then place the call.**

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

**Meeting ID: 955 8948 6575**

## **ENTERING THE MEETING**

After you enter the meeting ID, a screen should load showing your face, after you see this screen, click "join with video". Once these above steps have been completed, you will have joined the Zoom session and be placed into the Zoom Waiting Room. (When in the Waiting Room, you cannot hear or see the court proceedings.) The name that you choose for yourself will be shown on the screen during the call. You must use your full name as it appears in your case as well as your case number (if you know it) so that you can be identified. If you fail to do so you may not be admitted into the proceeding from the Waiting Room.

## **SELECTING A VIRTUAL COURTROOM**

Once admitted to the meeting, if you know which courtroom your hearing is in you can self-select following the below instructions.

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1. Click the **Breakout Rooms** option in your meeting controls.

This will display the list of virtual courtrooms

Breakout Rooms - In Progress	
▼ KCCH, W-325, Court 2	<a href="#">Join</a>
▼ KCCH W-325, Court 3	<a href="#">Join</a>
▼ MRJC, 1J	<a href="#">Join</a>
▼ 1:30 PM Protection Orders - Seattle	<a href="#">Join</a>
▼ 1:30 PM Protection Orders - Kent	<a href="#">Join</a>
▼ Virtual Lobby	<a href="#">Join</a>
▼ 3:30 PM Protection Orders - Seattle	<a href="#">Join</a>
▼ 3:30 PM Protection Orders - Kent	<a href="#">Join</a>

2. Click **Join** next to the virtual courtroom you wish to participant in, then confirm by clicking **Join** again.
3. Repeat as necessary to join other courtrooms (if you have multiple hearings), or click **Leave Room/Meeting** to return to the main session or disconnect.

**ATTENTION PHONE USERS:** Please only visit by phone if you are unable to join online or by the app. If you are connecting by phone you will not be able to join the correct courtroom without assistance. If you are joining by phone or need assistance with choosing the correct courtroom, please wait until you are connected to the virtual courtroom and speak to someone. Please be patient as there may be other participants and cases ahead of yours. Please do not disconnect.

## Tips for Attending Hearings

**NOTICE:** Any recording of a court proceeding held by video or teleconference, including “screen-shots” or other audio or visual copying of a hearing, is **absolutely prohibited**. The court will not provide technical support for participants. Please contact the [Zoom Help Center](#), your local IT support, or other online guidance.

- Select a location that is relatively quiet and manageable.
- Connect your device to power.
- Make sure your internet connection is good. Connection via a hard-wire Ethernet cable will always be faster and more reliable than WIFI.
- Test your video. If you use Virtual Backgrounds, select something neutral such as this: [ZoomGrey01.jpg](#).
- Test your audio. Know how to mute / unmute your voice as well as sounds from all other applications (email notifications, chat messaging, etc.).
- Turn off all audio disruptions (phones, messaging alerts, email alerts, etc.)
- Run a quick test to connect with another Zoom user, or use the Zoom test: <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>
- All courtroom assignments are subject to change. The court may not notify you of any changes until you enter the meeting.
- **Remember you will need to mute or unmute to speak.**

### **IF YOU DO NOT HAVE A MATTER ON THE CALENDAR AND ARE JOINING AS AN OBSERVER VIA ZOOM:**

- Please identify yourself as an observer when logging in (i.e. OBSERVER).
- All audio and video are to be turned off for the duration of the hearing/calendar.
- Inappropriate or disruptive behavior by any Court observer will result in the observer’s immediate removal from the Zoom hearing room. The observer may be prohibited from observing any further Zoom hearings/calendars.