

GENERAL INFORMATION ON THE USE OF ZOOM Hearings in the Ex Parte Department

Effective January 11, 2021 all hearings in the King County Superior Court Ex Parte Department will be conducted remotely via Zoom. The Zoom Meeting will be not be live-streamed for public viewing, however, "Observers" are welcome. The Ex Parte Department will utilize the same ZOOM meeting ID for all hearings for the foreseeable future.

[What Is Zoom?](#)

Zoom is a cloud-based conferencing application that allows remote participation using Video/Audio Conferencing. To participate in the Zoom oral argument, you do not need to purchase a Zoom license.

[How to Join a Zoom Meeting](#)

<https://kingcounty.zoom.us/j/95589486575>

When it is time to join the meeting, click on the link above. The link will be This will navigate your internet browser to the Zoom website. If you did not previously have Zoom installed on your device you will see a pop-up either on the top of the screen or bottom of the screen prompting you to install the Zoom Client. Select "Launch", "Run", or similar phrase depending on the internet browser you are using to access the Zoom Meeting.

If the web browser does not give you an application prompt, then click the blue link on the web page to force the application to download.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

Shortly after the Zoom application begins to run, the program will prompt you to enter a name that will be displayed to the other meeting participants. Type in your name. Press "Join" when ready.

Note: It is recommended that you install the Zoom Desktop Client before your scheduled hearing and test the performance of your device. The free version of Zoom can be used for testing it before the oral argument.

[Audio Preferences](#)

The next pop-up prompt asks about your audio preferences. You can either use Computer Audio or call in to the Zoom meeting with a phone. Both audio options are described below.

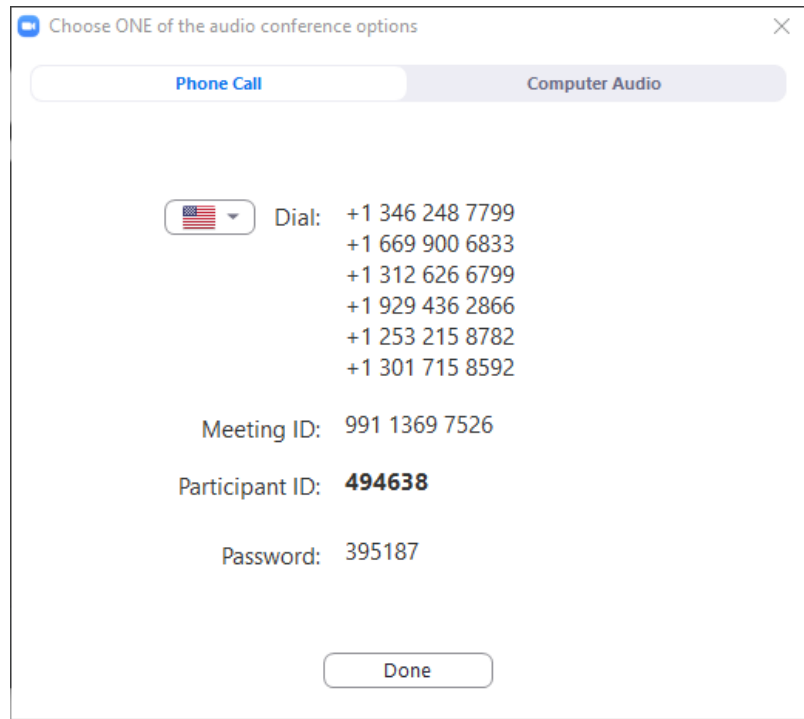
Depending on the strength of your internet connection to the Zoom Meeting, you may want to choose the Phone Call option for Audio Participation.

Computer Audio

To join the Zoom Meeting using computer audio, click the “Join Audio by Computer” button. Note that a computer microphone, webcam, or other computer-compatible audio device is required to utilize the voice options of Zoom.

Phone Audio

To use your phone for the audio for a Zoom Meeting, select the “Phone Call” tab and call a phone number listed (all numbers listed go to the Zoom phone line). For the best audio quality, call the area code closest to your location. Once on the call, enter the Meeting ID followed by #, and then enter your Participant ID followed by #. Entering the participant ID allows Zoom to match the audio up with the video of you. **Note: the Zoom phone line is NOT toll free. Your phone provider will charge you if long distance is not part of your phone plan.**



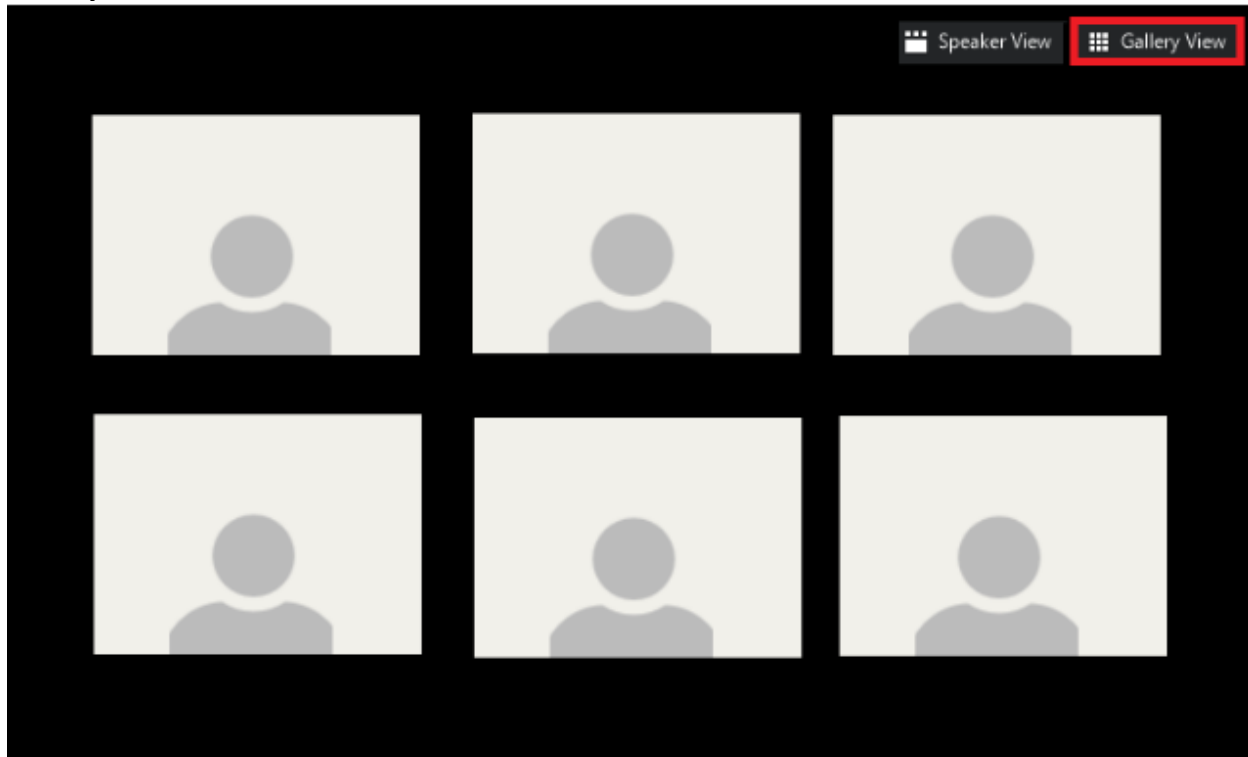
Zoom Features

Video

With a working webcam connected to your computer, you may enable videoconferencing to the other participants by clicking the “**Start Video**” button on the bottom taskbar of the application. You might have to hover over the bottom of the screen for the options to appear. There is an option in the top right for **Speaker** view and **Gallery** view. Gallery view is recommended as that will allow you to see all of the participants and the judicial officer (See the Gallery view screenshot on the next page.)



Gallery View:



Leave the Meeting

To leave the Zoom Meeting, press the “**Leave Meeting**” button on the bottom right of the zoom application.

Leave Meeting

System Requirements

Zoom Desktop Client download can be found here and signing up for an account is free. It is highly encouraged that you install and conduct trial runs if you are not familiar with the application:

https://zoom.us/download#client_4meeting

System Requirements:

- Supported Operating System:
 - macOS X with macOS 10.7 or later
 - Windows 7/8/8.1/10
- An internet connection – broadband wire or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam – built-in or USB plug-in
- Or, a HD cam or HD camcorder with video capture card

Recommended Bandwidth:

- 800kbps/1.0Mbps (up/down) for high quality video
- For gallery view and/or 720p HD video: 1.5Mbps/1.5Mbps (up/down)
- Receiving 1080p HD video requires 2.5Mbps (up/down)
- Sending 1080p HD video requires 3.0 Mbps (up/down)

King County Superior Court Ex Parte Department

Zoom Tips for Attorneys and Parties

Here are some tips for participating in video proceedings.

Preparing for Your Proceeding:

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- Make sure that your laptop or device is fully charged.
 - Log into the hearing 15 minutes before the scheduled start time to check in with staff and to make sure that you have time to resolve any technology issues.
 - Test your [speaker](#), microphone, and [camera](#) before the hearing; do a [test meeting](#) to test your connection and setup, including any features such as chat, mute and unmute, and raise your hand “virtually.”
 - Dress appropriately. Because the proceeding will be recorded, it is best to dress in a soft solid color; if a tie is worn, choose one that is solid rather than one with a pattern.
 - Have all paperwork you may need for the hearing with you.
 - Find a space that will have as few interruptions as possible. You should be alone in a quiet area where you will not be disturbed or overheard by others. Turn off any televisions, radios, or other devices.
 - Do not operate a motor vehicle while participating.
 - Keep your device on mute when not speaking. This reduces feedback and limits background noise.
 - Place your mobile device on a solid surface with the camera at eye level. Avoid carrying the mobile device in your hand during the proceeding.
 - Use only one device if possible. If you use more than one device, please mute one device to reduce feedback.
 - Be mindful of what is behind you. Choose a solid neutral wall, if possible, or a professional background.
 - If you and your client appear from different locations and you need to speak confidentially with your client during the hearing, the court can put you in a breakout room for a separate video conference that will not be observed or recorded in any way.
 - Make sure that your video feed is turned on and that there is good lighting.

In the Virtual Courtroom:

- Even though your hearing is remote, please remember that it is still a court proceeding. You should act professionally, the way you would if you were in the courtroom in person. Court rules and standards apply, and appropriate conduct and attire is required.
- When speaking, remember to look directly at the webcam, not at the screen.
- Speak one at a time and pause prior to speaking in case there is any audio/video lag.
- If you are not speaking, please keep your microphone/phone on mute to prevent any background noise from being heard and placed on the record. It also helps court reporters to discern what was spoken when they prepare transcripts.
- The proceedings are being recorded. Everything said will be captured and made part of the record just as in a physical courtroom.
- Many of these remote proceedings are being livestreamed or will be posted to the Internet to comply with public access requirements for court proceedings. Be careful of any small talk or personal conversations during a recess or between cases because they may end up on the Internet.

- If you are asked to share your screen for any reason, remember that any application, such as your e-mail inbox or a document that you have open, will be shared until you pull up the document/video that you intend to share. Again, this could be livestreamed or posted to the Internet. It is better to minimize or close any application or document that you will not be sharing before the proceeding so that it does not appear in the Zoom recording or livestream.
- If you are sharing a [video or audio recording](#), you must select the “Enable Computer Audio” checkbox in the dialog box for sound to display and share as well.
- If you are disconnected from the proceeding, reconnect immediately with the same meeting information. If possible, limit others in your house from using the same Wi-Fi during the proceeding. Too many Wi-Fi users will make your Zoom connection unstable.

Zoom

- Zoom has an extensive collection of instructional videos for almost all of its features. You may find them at the [Zoom Help Center](#) or Google what you want to do.
- Some common features you should know how to use are:
 - The [chat](#) feature
 - The [share screen](#) feature
 - The [audio and video control features](#), including
 - How to reduce [feedback and audio echoes](#)
 - How to [mute and unmute](#) yourself
 - How to [turn on and turn off the video feed](#)
 - The [waiting room](#) feature
 - The [breakout room](#) feature
 - The [“raise your hand”](#) feature

Not all courts use these features, but you may be asked to use one or more of them during a remote proceeding.

- If you experience issues with frozen screens, poor audio quality, delays, or getting disconnected, there are [several things](#) you can try to improve them.