



# Orleans Parish City Courts

## How to Join a Court Remote Hearing Using Zoom

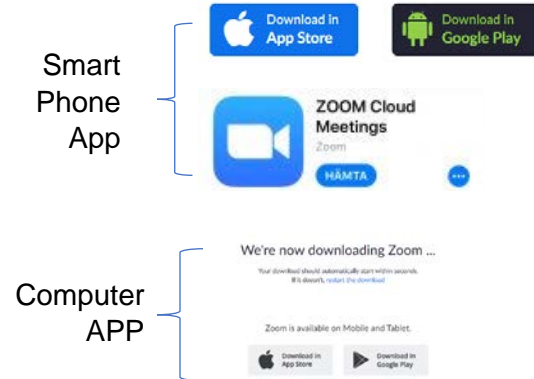
This guide provides step-by-step instructions for joining a Court Remote Hearing via Zoom. Use one of the three options below: 1) Use the Zoom App; 2) Use your web browser; or 3) Call-in.

**Please have the meeting information and your telephone with you at all times during the meeting. In the case of a technical difficulty or disconnection, promptly call in to the meeting using your telephone and the call-in number. See option #3 for call in instructions.**

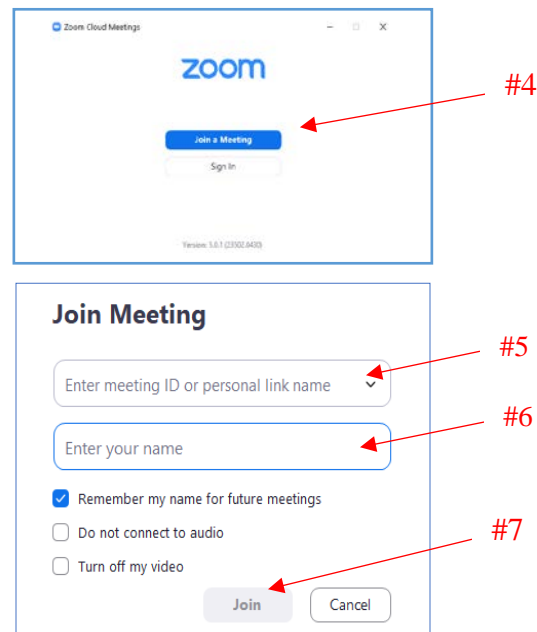
### OPTION 1 – Download the Zoom Application on your device

Download the Zoom App at least one day before your scheduled hearing date. This will enable you to test out your device and equipment.

1. Download the Zoom App on your smart device.
2. On your computer or laptop, you may download using this link:  
<https://www.zoom.us/support/download>
3. On the date of your court hearing, open the app.



4. Click JOIN MEETING
5. Enter Meeting ID provided by the court.
6. **Enter your name. This will help court staff check you in for the hearing.**
7. Click JOIN.



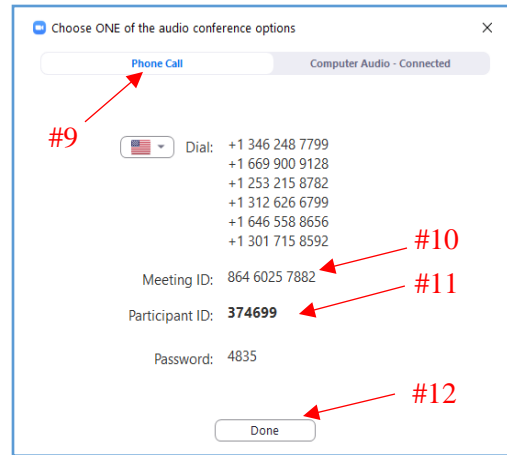
8. If your device **does not have a microphone**, a prompt to choose your audio will appear.

a. Click PHONE CALL. Dial one of the numbers provided.

b. When prompted, enter the MEETING ID followed by the # sign.

c. When prompted, enter the PARTICIPANT ID followed by the # sign.

d. Click DONE.

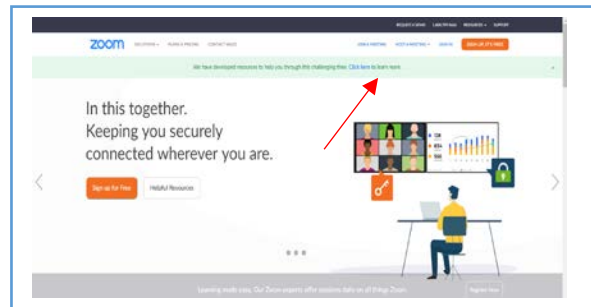


## OPTION 2 - Join using the desktop client. No downloading of the Zoom App.

You may use any browser: Use any of the following web browsers: Chrome, Firefox, Microsoft Edge, Safari, Internet Explorer 10 or higher. **If your computer does not have a webcam/camera, this option will not work.**

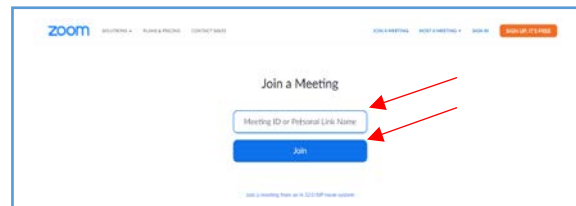
1. Go to [www.Zoom.us](http://www.Zoom.us)

2. Click JOIN MEETING

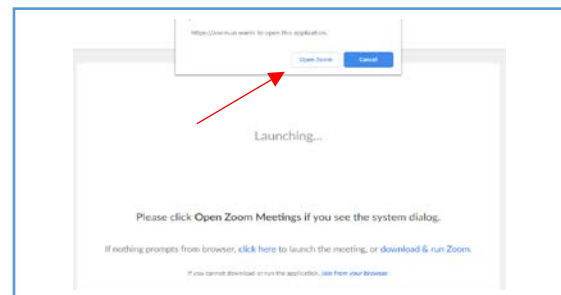


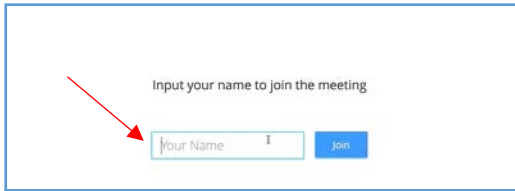
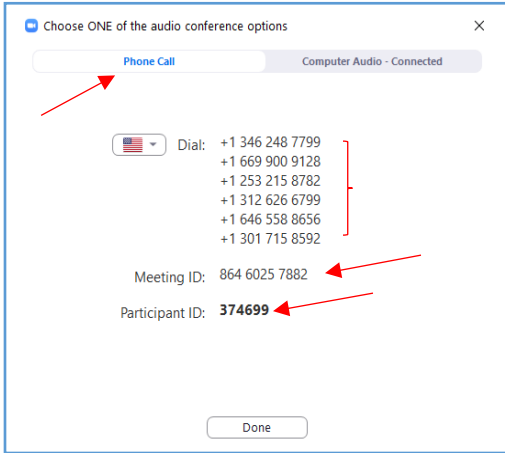
3. Enter the MEETING ID number provided by the court.

4. Click JOIN.





5. Zoom will launch. Click OPEN ZOOM.



<p>6. <b>Enter your name. This will help court staff check you in for the hearing.</b></p> <p>7. Click JOIN.</p>	 <p>A screenshot of a Zoom interface showing a text input field labeled "Your Name" and a blue "Join" button. A red arrow points to the input field. Above the field, the text reads "Input your name to join the meeting".</p>
<p>8. If your device does not have a microphone, a prompt for you to choose your audio will appear.</p> <p>a. Click PHONE CALL. Dial one of the numbers provided.</p> <p>b. When prompted, enter the MEETING ID followed by the # sign.</p> <p>c. When prompted, enter the PARTICIPANT ID followed by the # sign.</p> <p>d. Click DONE.</p>	 <p>A screenshot of a Zoom dialog box titled "Choose ONE of the audio conference options". It has two radio buttons: "Phone Call" (selected) and "Computer Audio - Connected". Below the buttons is a list of dial-in numbers for the United States: +1 346 248 7799, +1 669 900 9128, +1 253 215 8782, +1 312 626 6799, +1 646 558 8656, and +1 301 715 8592. A red bracket groups these numbers. Below the list are the "Meeting ID: 864 6025 7882" and "Participant ID: 374699". Red arrows point to the "Phone Call" button, the Meeting ID, and the Participant ID. A "Done" button is at the bottom.</p>

**OPTION 3 – Join by phone**  
 You may join a court remote hearing if you do not have access to a computer, laptop or mobile device or internet. You may call in using a land line phone or a cell phone.

<p>1. Dial the phone number provided by the court in your hearing notice.</p>	 <p>A blue square icon with rounded corners containing a white telephone handset.</p>
<p>2. Key in the MEETING ID provided by the court. This is a 10 digit number. Press the # key.</p>	
<p>3. You will be prompted to enter your Participant ID number. If you do not have one, press the # key.</p>	
<p>4. <b>Please identify yourself by name when prompted by court staff.</b> This will help court staff check you in for the hearing.</p> <p>5. To mute yourself press *6 on your key pad. If you need to unmute, press *6 again.</p> <p>6. To get the court’s attention during the hearing, press *9 on your key pad. This will be seen as a raised hand on the Zoom web conference.</p>	 <p>A diagram of a standard 12-button telephone keypad. The buttons are arranged in a 4x3 grid: 1, 2, 3; 4, 5, 6; 7, 8, 9; *, 0, #. A red box highlights the asterisk (*) button. Red arrows point from the asterisk button to the 6 and 9 buttons in the row above it.</p>