

Instructions For Virtual Court Appearances

- You **MUST** watch the **“Official Municipal Court Opening Statement”** prior to your court session. You may watch this short video on YouTube at any time prior to your hearing. When joining the court session, you may be asked to certify that you have watched Judge Belasco’s opening remarks. Click [here](#) to watch his opening remarks.
- Prior to your court session, a Zoom link and instructions will be emailed to you at the email address you provided to the court. Please safeguard this information so you can join your hearing on court day.
- Please watch this video prepared by the NJ Courts titled “Attending Municipal Court Remotely: What to Do and What to Expect.” By clicking on the link below.
<https://www.youtube.com/watch?v=jOnkQtHQeOM>

What is Required to Join a Virtual Court Session?

There are several ways of joining a virtual court session, each with different requirements. These include:

- **PC/Mac laptop or desktop** – this option requires a browser which will run Zoom Meeting as needed. A microphone and video camera are required.
- **Smart Phone** – this option requires you to install the Zoom Cloud Meetings app and allow it to access to your phone’s camera and microphone.
- **Dial In** – this option allows you to dial into the proceeding and appear by phone. Dialing *9 during the conference call will raise your hand when called on for attendance.

What are the Keys to a Successful Virtual Court Appearance?

- Please remember that although you are attending court remotely, it is an **ACTUAL** court hearing so dress and conduct yourself accordingly.
- Set up in a closed room with no other noise or people.
 - Do **NOT** log in while driving a motor vehicle. Doing so will result in your not being admitted to or being removed from the proceeding.
- Connect to the meeting using your first and last name on the display so that court staff knows that you are present and ready to proceed with your case. Please rename yourself if necessary. Failure to display your true and proper identity may result in you not being admitted to or being removed from the proceeding.
- Be sure to allow all connections to audio and/or video by Zoom.
- If you are unsuccessful connecting with video, be prepared to call in to the phone number listed in the Zoom meeting information sent to you via e-mail. You will be able to have an audio hearing.

- Please arrive **15 minutes** prior to your scheduled appearance time so that your connection can be tested before to your session.
- You will be placed in our “waiting room” until your scheduled court session begins. Please be patient. Court staff will admit you into the main court room as soon as possible.

PLEASE NOTE:

- As per AOC rules, audio and video recording of the proceedings are strictly prohibited.
- If you have any questions or concerns for an upcoming scheduled court matter, you may call the court and leave a detailed message. Court staff will respond and assist you.

What to Do After Your Court Appearance?

If the Municipal Court judge imposes fines and/or costs, please contact the court the next day to arrange payment. If you need additional time to pay, alert the court when you call so that a payment plan may be created for you.