

## **Instructions For Virtual Court Appearances**

A virtual court session is a legal proceeding and ***MUST*** be treated as if you were physically present in the courtroom. You are expected to adhere to the guidelines as listed below:

### **Before your court date**

- Download Zoom onto your Smartphone, PC, Laptop or Tablet. Please ensure the application is working properly to avoid any delays on the day of court.
- If you are unable to download Zoom, you may call in by dialing \*9 and a phone number provided via email prior to your court date.
- Please view the court's opening remarks at [Municipal Court Opening Statement \(English\) \(youtube.com\)](#) , [Municipal Court Opening Statement \(Spanish\) \(youtube.com\)](#).

### **Day of Court**

- Log in to the court session at least 15 minutes prior to your scheduled time. You must allow access to your camera and microphone and have your full name on display, so you may be recognized by our court staff.
- Please be in a quiet room to avoid background noise. If possible, use earphones to avoid any feedback.
- ***DO NOT*** log in while driving a motor vehicle. Doing so will result in your removal from the court session. You will not be readmitted to that court session.
- Upon entering the virtual courtroom, you will be placed in a waiting room until court begins.

### **After Court**

- You ***MUST*** contact the court the following day to arrange payment of the fines and costs imposed by the judge.

