

HONORABLE DIANE M. RAPPLEYE

**** PLEASE NOTE THAT THE COURTHOUSE REMAINS CLOSED TO THE PUBLIC & SCHEDULED HEARINGS WILL BE CONDUCTED BY ZOOM (see instructions below) ****

ZOOM INSTRUCTIONS

To participate in the hearing, you must connect to the Court's Zoom conference room. Below are the instructions for connecting from a smartphone, tablet, telephone, personal computer, or polycom system. The hearing will be live-streamed on Judge Rappleye's YouTube channel, which you can find by searching YouTube for "Judge Rappleye." **PROPER ATTIRE AND CONDUCT ARE REQUIRED, JUST AS IF YOU WERE PRESENT IN THE COURTROOM.** If you are watching the proceeding on YouTube, please mute YouTube when your case is called or you will cause feedback.

- 1. Smartphone or Tablet** – This option requires an Apple or Android device and an Internet connection or wireless signal. First, download the Zoom app in the Apple Store or Play Store, launch the app, tap "Join a Meeting", enter the meeting ID in the Meeting ID field (973 505 6965) then enter your first and last name in the "Personal Link name" field. In the join options: turn off "Don't connect to audio," and under "Turn off my video" – turn on if audio only, turn off if participating by video. Ensure that your device has the microphone (audio) and camera (video) turned on. Next, tap "Join". In the prompt, "to hear others please join audio", select "call using Internet audio".
- 2. Telephone (audio only)** – Call 646-876-9923 and enter Meeting ID 973 505 6965. If you are connecting by phone you must notify the court via email of the phone number you will be using no later than 2 business days before the hearing. For **abuse and neglect cases** send your email to mhotchkiss@mijackson.org AND notify/call the foster-care worker or your assigned attorney. For domestic cases (divorce, custody, etc.) send your email to dsherwood@mijackson.org. Make sure to include your case number in your email.
- 3. PC's and Laptops** – This option requires an Internet connection. Go to www.zoom.us. Click "Join a Meeting". Enter the meeting ID (973 505 6965). Follow the download instructions. Select Computer Audio (connect with the computer's microphone) or Phone Call (connect by separately calling on a telephone).
- 4. Polycom Systems** – From a Polycom and other H323 Systems, dial 162.255.37.11##973 505 6965 to connect to the hearing.
- 5. Evidentiary Hearings** – If your matter is scheduled for an evidentiary hearing it is your responsibility to provide these instructions to each of your witnesses.
- 6. Waiting Room** – For all participants, after you sign in you will be kept in a virtual waiting room until your case is called.

**** Once the Courthouse has been reopened to the public, hearings will resume in the Courthouse ****