



District of Maine

**Instructions for Attending Court Proceedings
Conducted by Video During COVID-19 Pandemic**
Rev. 5/08/2020

A. BEFORE A VIDEO HEARING OR CONFERENCE

1. To prepare for a court proceeding that will be conducted using ZOOM, please ensure that the ZOOM application has been downloaded to your device in advance of the hearing. You can find the appropriate download at the following website: <https://zoom.us/download>.
2. If using a tablet or smartphone, you should download the free ZOOM app from the mobile app store well before the video conference.
3. Participants who need assistance using ZOOM should contact the Court's IT Department **at least 48 hours prior to the court proceeding** by email at HelpDesk@med.uscourts.gov or by phone at 207-274-5117.
4. You will need a computer, tablet, or smartphone with microphone, speaker or headphones and internet access. Using headphones with a microphone is preferred to reduce other noise and feedback.
5. If using a computer, you may be prompted to download and run ZOOM.

B. JOIN A VIDEOCONFERENCE

1. You will receive notice for a videoconference from the court. The invitation will include a link to "Join ZOOM Meeting" as well as a Meeting ID and Password. **You should join the ZOOM proceeding at least 10 minutes prior to your scheduled hearing time to test your system.**

Sample Zoom Invitation

U.S. District Judge Lance Walker's Chambers is inviting you to a scheduled ZOOMGov meeting.

Topic: 1:21-cr-99-LEW USA v. John Doe - Sentencing before the Honorable Lance E. Walker

Time: Apr 27, 2020 11:00 AM Eastern Time (US and Canada)

United States District Court



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Join ZOOMGov Meeting

 <https://www.ZOOMgov.com/j/1606982376?pwd=Example>

Meeting ID: 160 698 2376

Password: 388705

One tap mobile

+16692545252,,1606982376#,,1#,388705# US (San Jose)

+16468287666,,1606982376#,,1#,388705# US (New York)

Dial by your location

+1 669 254 5252 US (San Jose)

+1 646 828 7666 US (New York)

+1 833 568 8864 US Toll-free

Meeting ID: 160 698 2376

Password: 388705

Find your local number: <https://www.ZOOMgov.com/u/absJ3pII45>

Join by SIP

1606982376@sip.ZOOMgov.com

Join by H.323

161.199.138.10 (US West)

161.199.136.10 (US East)

Meeting ID: 160 698 2376

Password: 388705

2. Click the link in your invitation to join at the appropriate time. You may also join a meeting without clicking on the invitation link by going to [join.ZOOM.us](https://join.zoom.us) on any browser or to the ZOOM app on a tablet or smartphone and entering the Meeting ID provided by the court. If you have not already downloaded the ZOOM app and your device requires it, you may be instructed to download it at this time.



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3. You will have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”
4. The Host will place you in the “waiting room” until the hearing begins.
5. If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:
 1. On your phone, dial the teleconferencing number provided in your invitation.
 2. Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.
 3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

C. QUICK TIPS FOR USING ZOOM

1. If you are using an external camera and/or microphone, plug them in before opening the ZOOM application. A headset is recommended.
2. Only 1 microphone and speaker system should be active per physical location to avoid a loud screeching sound.
3. Be sure to mute yourself when you are not speaking.

D. PARTICIPANT CONTROLS IN THE ZOOM SCREEN

On a computer, a menu bar containing participant tools may appear and disappear as you mouse over the ZOOM meeting, typically at the bottom of the screen. Mobile app interfaces will appear differently but contain most of the same functionality.



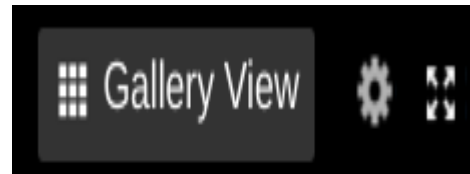


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1. Mute/Unmute your microphone – Click the up arrow next to the microphone icon to open audio settings. Here you change your speaker and microphone settings.
2. Start/Stop your video feed (Turn on/off camera) – Click the up arrow next to the camera icon to open video settings. Here you can change your camera settings.
3. Manage Participants – Click to open a pop-out screen that shows a list of participants in the meeting. From this panel, the host can mute/unmute all participants and more. Includes a “Raise Hand” icon that you may use to raise a virtual hand.
4. Reactions – This feature is disabled.
5. End or Leave Meeting – Ending the meeting will disconnect all participants. Leaving the meeting will allow participants to remain in the meeting room.

Somewhere on your ZOOM screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.



For more information and instructional videos see the ZOOM Help Center

<https://support.ZOOM.us/hc/en-us>

E. NOTICE

Judicial Conference policy generally prohibits the broadcasting of proceedings in federal trial courts. Persons granted remote access to proceedings are reminded of the general prohibition against photographing, recording, and rebroadcasting of court proceedings pursuant to Judicial Conference policy (JCUS-SEP 94, pp. 46-47). This prohibition applies to counsel, the parties, the media and any member of the public.

Violation of these prohibitions may result in sanctions, including removal of court issued media credentials, restricted entry to future hearings, denial of entry to future hearings, or any other sanctions deemed necessary by the court.