

Family Remote Court Instructions for Participants

Court in rooms 300, 301, 306, 307, 308, 312 and 313 in the main courthouse will be conducted via Zoom until further notice. Zoom is **FREE** and can be used with a computer, laptop, I-Pad, smart phone with a camera, or landline telephone. Instructions are below.

Meeting ID

The Zoom meeting ID number for each judge is listed below and will always remain the same:

J. Archambeault (Rm 313) – 951 2005 0302
J. Dow (Rm 312) – 958 2123 0845
J. Ewanic (Rm 308) - 955 6908 6067
J. Garcia (Rm 307) – 756 136 6153
J. Kennison (Rm 306) - 972 3796 2180
J. Lund (Rm 301) – 860 206 7112
J. Nash (Rm 300) - 984 7035 0576

You should login 10-15 minutes early and wait in order to check-in with the Clerk before the judge starts the court call (you may be in a waiting room until admitted).

Password

Once you login, you will be asked for a password to join the meeting.

The password for each judge is listed below and will always remain the same:

J. Archambeault (Rm 313) – 313
J. Dow (Rm 312) – 753923
J. Ewanic (Rm 308) - 011645
J. Garcia (Rm 307) – 30734
J. Kennison (Rm 306) - 578874
J. Lund (Rm 301) –301301
J. Nash (Rm 300) - 574662

Procedure for attorneys or self-represented litigants using a computer with a camera & microphone:

1. Create a Zoom account by going to Zoom.us and click "sign up, it's free" and follow the prompts from there.
2. Make sure your email address and phone numbers are current with the Circuit Clerk's office.
3. Once Zoom opens, click "join a meeting" on the upper right.
4. Message box will appear asking for meeting ID number. Input the assigned judge's meeting ID.
5. Message box will appear. Click "open Zoom."
5. Message box will ask for the password. Input the assigned judge's password.
7. Screen should load, showing your face. Click "join with video."
3. Message box will appear, click "join with computer audio."

Procedure for using Zoom on cell phone:

1. Download the Zoom cloud meeting app on your cell phone.
2. Open the app and tap "Sign Up" (by following the prompts).
3. Tap "Join."
4. Input the meeting ID number or personal link name. Input assigned judge's meeting ID.
5. Message box will ask for the password. Input the assigned judge's password.
6. Tap "Join with video."
7. Tap "call using internet audio."
8. Tap anywhere on the screen to make the header bars appear.

Procedure for using Zoom on a landline or phone without Zoom app:

1. Dial one of the below US dial-in numbers:

+1 312 626 6799
+1 929 436 2866
+1 301 715 8592
+1 669 900 6833
+1 253 215 8782
+1 346 248 7799
2. When prompted, input the assigned judge's meeting ID as listed above, followed by the pound key (#).
3. When prompted, input the assigned judge's password as listed above, followed by the pound key (#).

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The Judge shall mute participants until their case is called.

Failure to appear whether through the Zoom call or in person, may result in a default being entered against you.