

# SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY

Monterey Civil Courthouse  
1200 Aguajito Rd.  
Monterey, CA 93940



Salinas Courthouse  
240 Church Street  
Salinas, CA 93901

## USING ZOOM FOR YOUR REMOTE APPEARANCE

The Court encourages all participants (attorneys, parties, and witnesses) to appear by video conference using Zoom. If you cannot appear by video, you may join the Zoom conference by audio only. See the separate handout on how to prepare for your hearing. There is no cost to appear by Zoom.

Before logging on to the Zoom remote court session, be sure you know which court department is hearing your case. If you do not have this information, you can look it up using the online portal at <https://portal.monterey.courts.ca.gov> or by calling the court at (831) 775-5400 or (831) 647-5800.

### JOINING THE ZOOM CALL WITH VIDEO:

- Join the Zoom Court Session 10 minutes before your scheduled time.
- Check the Court's website at <https://www.monterey.courts.ca.gov/remote> for the login information for your hearing. You will see a link to view the Zoom information for each department.
- Find your courtroom (department). The information you need to connect is in the Connection Detail Column.
- Click on the link under "Online Virtual Courtroom." This will open your Zoom app/client.
- After you connect, a screen should load showing your face, after you see this screen click join with video.
- When asked to enter a name, you **MUST** use your full name **as it appears in the case**, as well as, your case number.
- You will then see a message to "join with computer audio", or "join with internet audio."

Choose the one that will allow you to connect with your device.

- Headset: We **strongly** recommend using headphones with a built-in microphone.
- If you do not have a headset with a microphone, you may join the video portion with your computer and use your phone for audio. <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>
- Please keep yourself on mute until it is your turn to speak. When you are muted there is a red line through the microphone icon. You mute and unmute by clicking on this icon.
- Make sure the video icon does not have a red line through it when you enter the virtual session. Enabling video will allow others to see you.

### CALL-IN OPTIONS:

- If connecting by phone (without video), you will need to dial the number listed for your courtroom (department).

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- When prompted enter the meeting ID.
- Pressing \*6 will mute and unmute your phone.

### TUTORIALS:

You will find video tutorials on how to join at:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>

FAQ's and Quick Start Guides for Zoom:

<https://support.zoom.us/hc/en-us/articles/206175806-Frequently-asked-questions>

### IMPORTANT:

Any recording of a court proceeding held by video or teleconference, including "screen-shots" or other audio or visual copying of a hearing, is absolutely prohibited.

If you are having technical issues, you may call the court's general number at (831) 647-5800 to obtain assistance. You may also contact the Zoom Help Center <https://support.zoom.us/hc/en-us>, or your local IT support, or other online guidance.

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