

**Hillsboro Municipal Court
118 East Grand, Box 125
Hillsboro, KS 67063
620-947-3162**

Hillsboro Municipal Court is offering Zoom

Below are instructions:

- 1)** All in-person appearance must be requested and approved in advance. Contact the City Municipal Court Clerk no later than the Friday before the scheduled court date **620-947-3162**
- 2)** Persons appearing by Zoom need to download, install, and insure Zoom is operational prior to the day of your scheduled court date.
- 3)** Zoom participants need to display their full name (not Guest, partial name, or phone number), ensure proper identification.
- 4)** Participants should plan on joining the via the Zoom link no earlier than 15 minutes prior to scheduled time and no less than 5 minutes prior to scheduled time. Failure to join after the scheduled time could result in being denied access to the meeting.
- 5)** Upon entering Zoom court, participants will be placed in a waiting room. Participants should be patient and ready when called upon.
- 6)** Participants being represented by Legal Council need to have Legal Council contact with Court Clerk prior to the day of appearance to ensure all needed parties are entered into the appearance.

Join Zoom Meeting

<https://us02web.zoom.us/j/86007969238>



PLEASE READ AND COMPLY WITH ALL PROCEDURES

Counsel, parties, and witnesses are expected to appear by video. Generally, **appearing by audio only is not acceptable** but may be allowed for first appearances and low-level hearings. In person appearances will only be allowed by pre-approval of the Hillsboro Municipal Court Clerk and need to be made no later than the Friday before the scheduled court date.

Zoom App

1. All video conferences will be conducted using the **Zoom video conferencing app**. The free app is available in the Apple or Android app stores or at <https://zoom.us/download>. Zoom downloads automatically when you join your first meeting. It works on desktops, laptops, tablets and smartphones with video and audio capability. When a participant joins a video, conference initiated by the court, there is no cost to the participants.
2. At the time of your scheduled court date, you will use the link provided in the court notice or provided with your Citation/Notice to Appear..
3. To use Zoom, you must have a device that supports audio and video. **You need a camera, speakers, and a microphone**. While desktop computers may require added equipment, most laptops, tablets, and mobile phones include the necessary equipment standard. System Requirements are found at <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>.
4. Some participants find it useful to have **multiple devices** available such as a laptop for accessing documents and calendars and another smart phone, tablet, or other device for video.
5. **DO NOT WAIT UNTIL JUST BEFORE THE HEARING TO DOWNLOAD THE APP AND TO TEST YOUR EQUIPMENT.** A link is in the invitation to test your connection. You may need to adjust security and firewall settings and/or allow permissions/access to cameras, microphones, and speakers. Technical support is available at Zoom support: <https://support.zoom.us>. Spend a few minutes familiarizing yourself with the program before your first video conference.
6. **Break out rooms** are available for private conversations between attorneys and clients, for settlement discussions, and for witnesses to wait. If you want a break out, please advise the meeting organizer in advance.

Video Conferencing Etiquette

7. **Find an appropriate place to conduct your video hearing.** All participants should be in a space free from distractions and interruptions. Remember, **this is a formal hearing, just as if you were present in the courtroom**.
8. **Sit or stand** still during the proceeding. Walking around or moving the camera can cause issues with those watching with connectivity.
9. The court will generally **digitally record** the hearing unless otherwise advised. Just as in the courtroom, participants must not talk at the same time or interrupt one another. All **independent recordings of the video conference are prohibited**. This includes recordings made by any participant including but not limited to lawyers, parties, and witnesses.

10. At the beginning of the conference, **all persons in the video conferencing space must be identified**, including counsel, parties, witnesses, and spectators. If you are able, properly identify yourself on screen. Do not identify yourself as "Guest" or by phone or room number.
11. Unless otherwise directed, **you may forward the invitation** to clients or witnesses so that they can appear from another location. Unless otherwise advised, you do not need advance permission. Unless permission is granted in advance, forward the invitation or link **only to those participating** in the hearing.
12. If **more than one person is in the room**, position the camera so that all persons can be seen. Maintain proper social hygiene and social distancing. This might make it difficult for everyone to be visible on camera.
 - a. The best practice is for each participant to **log in separately**.
 - b. You must **advise the court if witnesses are in attendance** as they may be required to wait in break out until called to testify.
13. Try not to have two Zoom **applications running in the same room** at the same time. If two or more active microphones are operative there will be feedback that makes hearing all participants very difficult.
 - a. Please mute the microphone on all but one of the devices running Zoom.
14. Do not place **papers, folders**, or anything else that creates noise near your microphone. Shuffling papers and files creates ambient noise that will make it nearly impossible to hear the speaking party.
15. Dress in a soft solid color. Avoid busy patterns and narrow stripes. T-shirts, sweatshirts, and similar attire is generally inappropriate.
16. When speaking, try to **look directly at the webcam**, not at the screen.
17. **Position the camera** at your eye level or slightly above eye level.
18. Be mindful of **what is behind you**, choose a solid neutral wall if possible - or use an appropriate virtual background.
19. **Check the lighting.** Light from a window behind you might blind the camera, making you look dark. Light above you in the center of a room might cast shadows. Ideally, position a lamp, or sit facing a window, where light is directly on your face. Also be aware that your monitor casts light that can make you look blue.
20. Remember to **speak one at a time**.
21. **Pause prior to speaking.** Video conferencing often has audio/video lag.
22. If there are **more than three participants** **everyone should mute** themselves. The judge might mute individuals or the entire participant group. If there is too much background noise or participants are unable to speak one at a time, the court may impose "mute all" on the conference, individually unmuting individuals when it is their turn to speak. In large docket sessions the session may be configured so that everyone is automatically muted upon entry.
23. Because audio tends to lag behind video, for **evidentiary objections:** simply say "Objection" and make a visible signal such as waving or raising a hand to draw the court's attention, and allow the court to stop the witness, recognize the objecting party and then allow the objecting party to make their objection.
24. In video hearings, counsel need not stand when addressing the court or witnesses.

