



The Eighth Judicial Circuit Court now offers the ability for parties involved in court events to appear by video using Zoom. Once approval has been given by a judge, an email should be sent to avreserve@circuit8.org to have the meeting scheduled. Zoom events should be scheduled at least **72 hours** in advance. Training on Zoom will be conducted at least **48 hours** before the scheduled event. When scheduling a Zoom event, please include the following information: **event date, event time, how many parties or witnesses are scheduled to appear, and the length of time needed for each.**

How to use Zoom Video Conferencing

1. Here is what a scheduled Zoom meeting will look like. This email will come from a member of court technology. The witness will need to click the link to enter the Zoom event.

8th Judicial Circuit Court of Florida is inviting you to a scheduled Zoom meeting.

Topic: Zoom Instructions

Time: Jun 12, 2019 11:20 AM Eastern Time (US and Canada)



Join Zoom Meeting

<https://zoom.us/j/146839354>

One tap mobile

+19292056099,,146839354# US (New York)

+16699006833,,146839354# US (San Jose)

Dial by your location

+1 929 205 6099 US (New York)

+1 669 900 6833 US (San Jose)

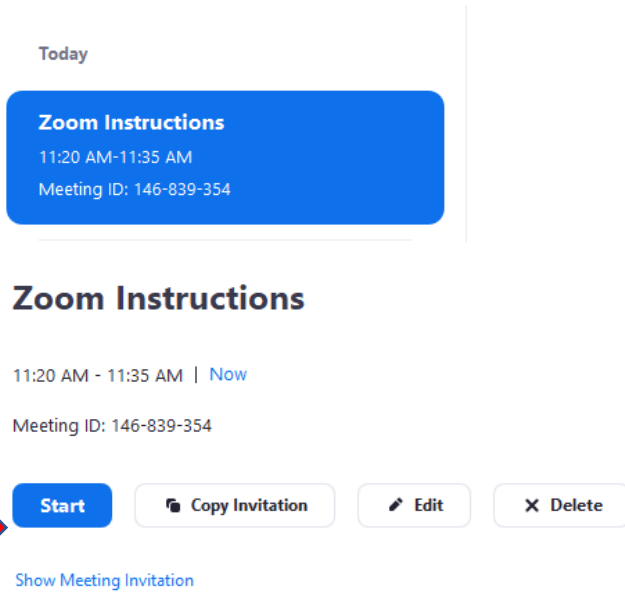
Meeting ID: 146 839 354

Find your local number: <https://zoom.us/u/abqOlbpq9f>

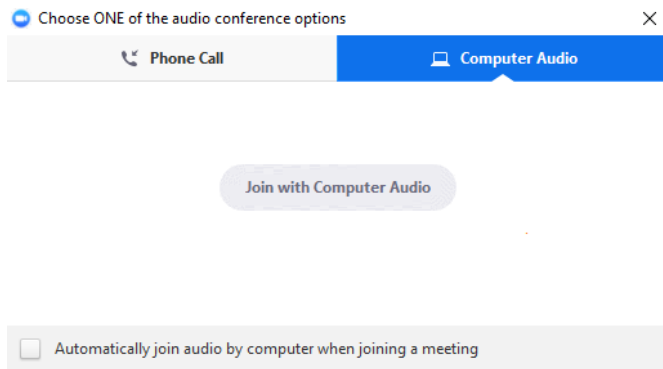
2. On the day of court, you will see a window similar to the one pictured below on the device you will be using in the courtroom.

The screenshot shows the Zoom mobile app interface. On the left, there is a sidebar with a 'Upcoming' tab selected. It displays a personal meeting ID '265-008-6649' and a meeting card for 'Zoom Instructions' scheduled for '11:20 AM-11:35 AM' with meeting ID '146-839-354'. Below this, another meeting is listed for 'Tue, Jun 18' titled 'Morgan v Barnes Witness One' at '09:00 AM-09:30 AM' with meeting ID '191-305-358'. The main content area on the right is titled 'Zoom Instructions' and shows the meeting time '11:20 AM - 11:35 AM | Now' and the meeting ID '146-839-354'. At the bottom of this area are four buttons: 'Start', 'Copy Invitation', 'Edit', and 'Delete'. Below the buttons is a link that says 'Show Meeting Invitation'.

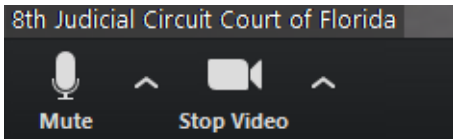
3. Choose the correcting meeting and click start.



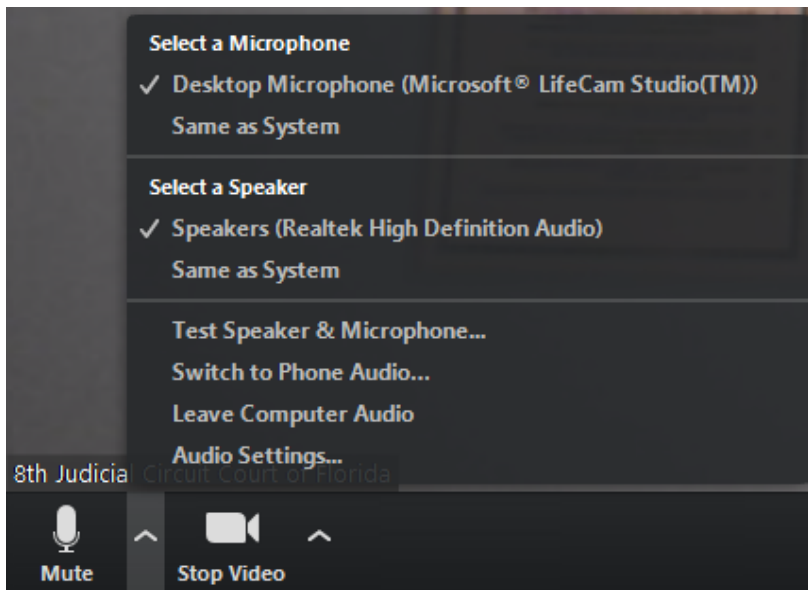
Once you click start, you may see this screen. If so, click “Join with Computer Audio.”



4. Once your meeting begins, you should see the witness on the other end. In the bottom right corner, you will see the below image. Make sure the witness has their microphone unmuted and video on.



If you have issues hearing the witness, click the arrow next to the microphone and make sure the speaker is set to “Same as System” in the Microphone and Speaker sections and you will be all set!



5. Once you are done with the witness, click, “End Meeting” in the bottom right corner.

