

111th District Court

Zoom Court Hearing Instructions and Etiquette Guide

Join or call into the meeting at least 5 minutes before your hearing date and time.

As you sign into the meeting, you will need to type your full name, so the court can identify you to call your case.

Be sure to check you equipment well prior to this date and time, to be sure your device or phone functions properly.

Do not speak over individuals. Only one person should speak at any given time. When you do speak, be sure to announce yourself by name (“This is Sam Jones, and I would like to say...”).

If you are on video, be sure to frame your camera correctly, with your face in the center of the screen. Your background should be neutral, (like a clear wall) and absent of anything that may be perceived as offensive.

Additionally, if you are on video, be sure to wear clothing appropriate for the formal court environment.