

MJI Presentation

How to Use Zoom- 4/10/2020

Advice

Watch the videos of the previous webinars and read the material on the MSC website. Bookmark the following webpages from the Michigan Supreme Court website:

<https://www.courts.michigan.gov/covid-19-news-resources/> and

<https://info.courts.mi.gov/virtual-courtroom-info>.

Also helpful is this webpage from the Texas Supreme Court:

<https://www.txcourts.gov/court-coronavirus-information/electronic-hearings-zoom/>.

Understand how the system works, what it will and will not do.

Activate your zoom license provided by the Supreme Court.

Download the zoom app. You can do it through your polycom or through the zoom web page but it is much easier to use the app. You can steer your car with your knees but that doesn't mean you should.

Train someone to be a cohost. That way you can concentrate on the hearing and they can control who is in waiting room, monitor breakout rooms, and handle mute and other issues. Also learn how to rename participants, during my first drug court hearing I was surprised to see that "Mr. Good Times" was in the meeting and had to rename him right away.

YOU SHOULD still learn how the system works. If something goes wrong, and it will, the people will look to you not to staff.

Adjust the zoom settings as recommended by the Supreme Court and as you find you need. Use the waiting room feature, learn how to use breakout rooms. I have disabled the ability to have backgrounds, this is a court proceeding and the participants should act accordingly, also the backgrounds can have an impact on video and audio at times. I do not allow screen sharing except with permission. No one can enter meeting until I am ready.

Utilize the waiting room and only allow people who are participating in the hearing in the meeting. You can have the rest in the waiting room until needed.

Modify the invite to include what should be expected. Make sure they test zoom before the hearing. Explain that they will be in a waiting room. Make it clear that this is a court proceeding and they should be dressed appropriately and act as if in Court. You should also make it clear that it will be broadcast on Youtube and provide them the address for the site.

You can personalize the waiting room message in the zoom app. You can add an image and language identifying what is going on.

Follow the instructions on how to set up the Youtube page as given by the Supreme Court. If you have any questions google it. I found every answer to any question I had by doing so. Choose a new name for the google account and think about it before you start. Choosing the XXth Circuit Court is not a good idea if more than one judge works in the Court or handles circuit court matters.

Download the Do Not Record watermark and apply it in the zoom app as explained in the instructions.

Do not try and duplicate what you did before we were in this emergency until you are comfortable with it. Start out with setting a few hearings rather than 20 on one day.

There will be snags, there will be mistakes and they should be expected. Learn from them and adapt.

If you are having problems seek out help. Find a 20 year old. My youngest, Alison, 22 was a miracle worker during my first hearing.

Make contacts across the State. Feel free to contact me at <mailto:Stutesmanp@stjosephcountymi.org> or call my office at 269-467-5542.

Thanks for joining this meeting.

Paul Stutesman
45th Circuit Court
St. Joseph County, MI