



SUPERIOR COURT OF CALIFORNIA COUNTY OF ALPINE

14777 State Route 89
PO BOX 518
Markleeville CA 96120
(530) 694-2113

USING ZOOM FOR YOUR REMOTE APPEARANCE- TRAFFIC

Alpine County Superior Court is hearing all traffic matters remotely. The Court encourages all participants to appear by video conference using Zoom. If you cannot appear by video, you may join the Zoom conference by audio only. There is no cost to appear by Zoom.

Before logging on to the Zoom remote court session, you will need to provide the court with a good and accurate email address to receive your Zoom invite link. Please call the Clerk's Office no later than the Wednesday preceding your scheduled appearance date as noted on your Courtesy Notice. You will need to provide the clerk with a phone number as back-up.

JOINING THE ZOOM CALL WITH VIDEO:

- Check your email for your Zoom Invite from clerk@alpine.courts.ca.gov. If you did not receive your invite, please contact the Clerk's Office by the Friday preceding your hearing.
- Join the Zoom Court Session 10 minutes before your scheduled time.
- Clicking on the link will open your browser (if on a computer) and prompt you to either open your Zoom application or select "Launch Meeting."
- On a mobile device, clicking on the link will automatically open your Zoom application if installed.
- After you connect, a screen should load showing your face. After you see this screen, click join with video.
- Once you have joined, you will be placed into the Zoom Waiting Room. (When in the waiting room, you cannot hear or see the court proceedings).
- When asked to enter a name, you **MUST** use your full name **as it appears in the case**. It is highly recommended you include your case number as well. Alpine County Traffic cases use a naming format of T-00-0000. (E.g., T-22-7898)
- When the court is ready to hear your case, you will be allowed entry in the Zoom meeting from the waiting room.
- 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 one of the phone numbers listed under “Dial by Location” on your Zoom Invite.
- When prompted, enter the meeting ID and Passcode.
- 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**.

The court will not provide technical support for Zoom participants or attendees. Please contact the Zoom Help Center (<https://support.zoom.us/hc/en-us>) your local IT support, or other online guidance.

There is no cost to appear by Zoom.

ADDITIONAL COMMENTS AND REMINDERS OF COURT ETIQUETTE:

- Your case may not be heard at the time the calendar is scheduled to start. The courtroom will keep you in the waiting room and admit you into the meeting and place you and all other participants on mute when ready. Keep in mind that your case may not be called for up to an hour.
- Please do not speak until the Judge calls your case.
- Once connected, please practice etiquette similar to what you would use in a normal courtroom setting.
- Speak slowly and clearly at all times.
- Announce your name before you begin speaking, and do not interrupt or otherwise speak over another person.
- Dress appropriately for court if you have enabled video.
- Parties must appear in a quiet, private area with minimal background noise. Avoid noisy and echoing locations.
- No children are allowed to be present for the hearing unless specifically ordered by the Judge for this specific hearing.
- Once your matter has finished being heard, please disconnect/ leave the meeting.