

INSTRUCTIONS FOR VIDEO CONFERENCE VIA ZOOM

1. You will receive a meeting invitation via e-mail that looks something like this:

Sup Judge is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

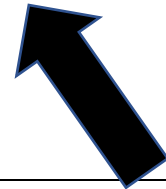
Time: Oct 4, 2019 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/558047557?pwd=Yk02Qnlrcm54OUpwQWt2OVZlWUVlZz09>

Meeting ID: 558 047 557

Password: 457483



2. [The meeting invitation above is NOT your invitation—it is merely an example. You will receive a meeting invitation to your actual meeting via e-mail.]
3. You will notice that there is a specific date and time in the invitation. The date and time in this example is Oct. 4, 2019 at 2:00 PM.
4. To enable your access to Zoom, you will click on the link (marked by the arrow in this example).
5. The link will take you to a web-based site. (In other words, it will automatically use your internet browser to connect you to your meeting).
6. You may get a message that says “Your meeting should start in a few seconds” or something similar. You will be asked to download the Zoom Client application. It is free to download the app. Please download the app.
7. If you “arrive” at the meeting before the judge does, you will be allowed to join a waiting room until the judge starts the meeting.
8. Once the judge is online, you will be asked to enter the meeting id number that you received in the e-mail invitation and you will also be asked to enter the password that was included in the e-mail invitation.

9. Once you join the meeting, you will be asked whether you want to use the video camera on your device. You may also be asked to enable your microphone on your device. Please respond to both inquiries by allowing Zoom to have access to your video and microphone.
10. Please know that the meeting is being recorded by the judge.
 - a. If this meeting has been scheduled by the judge to allow for him to interview a child, no person other than the child should be present in the room where the child is located. It is permissible for an adult to assist in setting up the technical aspects of the interview and ensuring that the child's device joins the meeting successfully. However, once the interview begins, all other persons should vacate the room where the child is located.
 - b. If this meeting has been scheduled in connection with a protective order application, only the applicant should be present during the interview. A member of Safe Homes (if applicable) is allowed to be present.
 - c. If this meeting is a status conference involving lawyers and parties, all such lawyers and/or parties may attend. However, the judge will likely avoid any substantive conversation until all parties are present in the meeting.
11. If you have technical difficulties in joining the meeting, please feel free to let the judge know by e-mail at wpadgett@augustaga.gov.