

Virtual Courtroom Resource Center & Recommendations



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



Today's Agenda



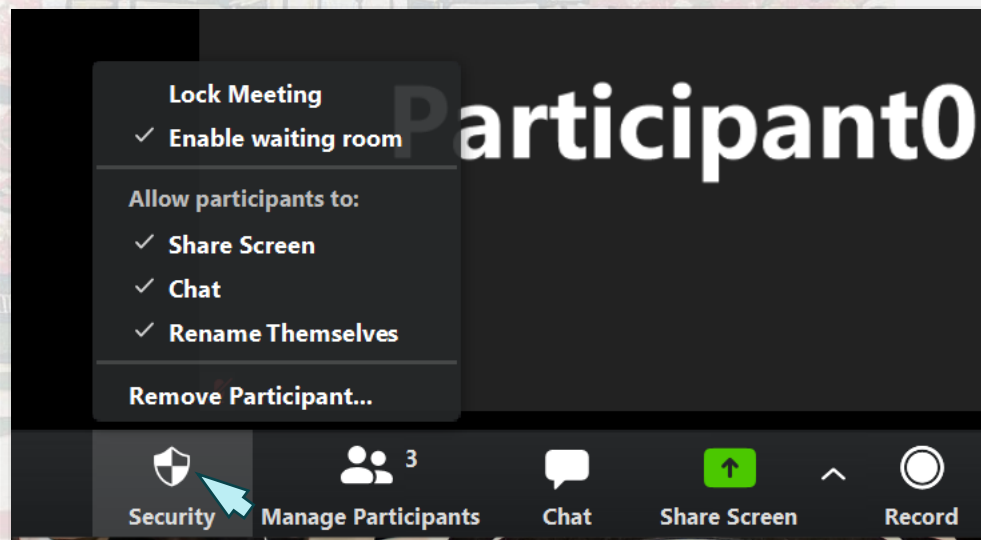
- Recent Zoom Update w/ Security Menu
- Zoom Recording Settings
- Various Zoom Mute Options; Waiting Room Messages
- Panelists
 - Judge Nicholas Ayoub – leveraging breakout rooms
 - Judge Stutesman - advice on setting up a virtual courtroom
 - April Maycock – preparing Notice of Hearing with zoom meeting options
 - James McGrail –instructions to participants; continuing the virtual courtroom as part of our “new normal”
 - Stephanie Beyersdorf – SCAO guidance on live streaming/recordings for Public Access
- Q & A



New Security Menu in Zoom



- Zoom Client update (4.6.10)
- Consolidates features from other places to new menu
- Allows enabling waiting room after starting a meeting
- Lock Meeting
- Share Screen disable
- Chat disable
- Restrict Rename
- Remove Participant



Zoom Recordings



zoom

FEATURES & PRICING

CONTACT SALES

SCHEDULE A MEETING

JOIN

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

Meeting

Recording

Telephone

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Email Notification

When a cloud recording is available



Notify host when cloud recording is available

☐ Send a copy to the person who scheduled the meeting/webinar for the host

When attendees join meeting before host



Notify host when participants join the meeting before them

When a meeting is cancelled



Notify host and participants when the meeting is cancelled



Zoom Recordings



zoom

STATUS & PRICING

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Recording

Require password to access shared cloud recordings



Password protection will be enforced for shared cloud recordings. A random password will be generated which can be modified by the users. This setting is applicable for newly generated recordings only.

Cloud Recording - My Recurring Meeting is now available - Message (HTML)

File Message Tell me what you want to do...

Zoom <no-reply@zoom.us> Christopher Abraham 3:01 PM

Cloud Recording - My Recurring Meeting is now available

Hi Christopher Abraham,

Your cloud recording is now available.

Topic: My Recurring Meeting
Date: Apr 9, 2020 02:59 PM Eastern Time (US and Canada)

For host only, click here to view your recording detail (viewers cannot access this page):
https://miscao.zoom.us/recording/detail?meeting_id=dgyed0IIRM%2BFz8rhQ8kx4w%3D%3D

Share recording with viewers:
https://miscao.zoom.us/rec/share/6cNkIr2o12dIZ8_j-hHFWpcvHZS5aaa81yBP_fjZnx3eQWpKV
(Access Password: 1Q)

Thank you for choosing Zoom.
-The Zoom Team

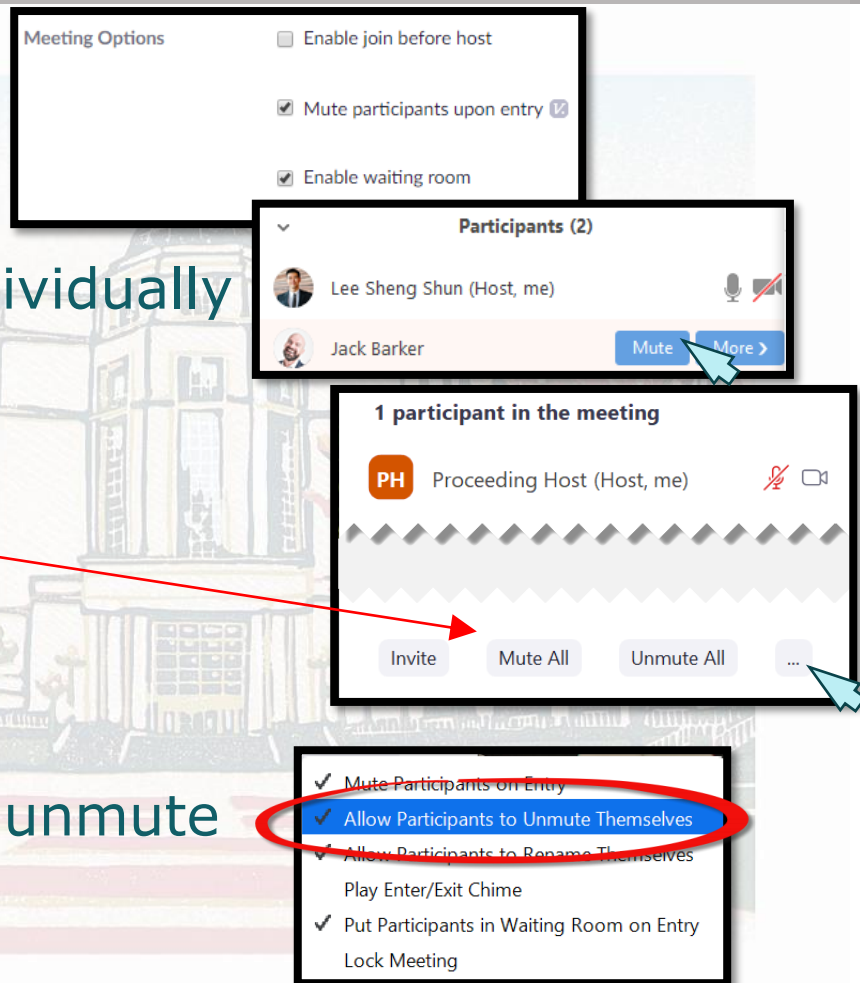


Zoom Mute Options



- Mute Participants by default
- Control participant mute individually
- Mute/unmute all at once

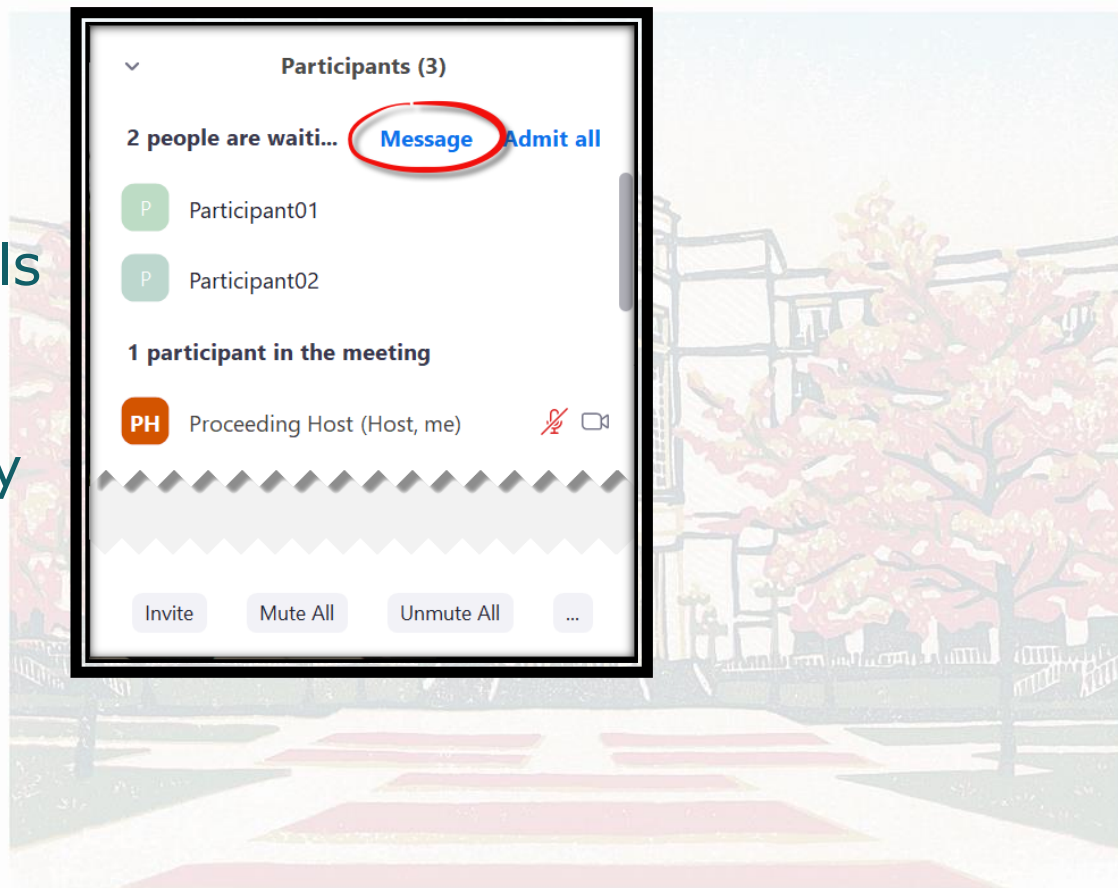
From “more” or “...” – disallow unmute control by participants



Waiting Room Messages



- Use Message option to send a chat to all* waiting room individuals
- *Phone-only or browser-only participants won't get it



Panelists



Judge Nicholas Ayoub
61st District Court
Grand Rapids

Judge Paul Stutesman
45th Circuit Court
Centreville

April Maycock
Probate Register
Wayne County Probate
Court, Detroit

James McGrail
Court Administrator
41B District Court
Clinton Township

Stephanie Beyersdorf
Management Analyst
MSC – SCAO



Wayne County Probate Court example



Wayne County Probate Court
Remote Participation in Hearing using Zoom Instructions
Effective March 20, 2020 per AO 2020-2

Please use **one** of the following **four** options for connecting to a court hearing using Zoom:

- **Option 1 – For hospitals and facilities with IVT equipment only**

1. From the Polycom system, dial Dial 162.255.37.11##xxxxxxxxxx (replace xxxxxx with the appropriate Meeting ID for the Judge as listed below)

Judge	Meeting ID
JUDGE Name	#####
	-
	-
	-
	-
	-

- **Option 2 - Audio or Audio and Video using Zoom App (Internet connection required)**

1. Install the Zoom App from the App Store or Play Store prior to the call.
2. Launch the zoom app
3. Click "Join a Meeting"
4. In the Meeting ID field, enter the appropriate Meeting ID for the Judge as listed below

Judge	Meeting ID
JUDGE Name	-#####
	-
	-
	-
	-
	-

5. In join options

- Don't connect to audio – turn off
- Turn off my video – turn on if audio only, turn off if participating by video



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District Court 41B example



In an effort to minimize contact with the risk of Covid-19, 41B District Court is going to allow Defense Attorneys to remote into In Custody hearings. You are receiving this document because you have a hearing on **March 30, 2020 at 8:30am** in which you will have the option to remote in to the hearing. If you would like to participate, please email the Court at Clerk@41bcourt-mi.us to inform us of your desire. If you would like to participate remotely, following are the directions for your hearing time. Prior to the hearing date, be sure to either download the Zoom App if you are going to utilize the smartphone app.

There are going to be two different virtual meeting rooms. The first meeting room will allow for you to confidentially meet with your client at the jail. The second meeting room will be the virtual Courtroom with the Judge, Prosecutor and your client.

- 1) **Prior to your hearing date**, you **MUST** call the Prosecutor to discuss your case. APA Dan DeBruin is currently assigned to 41B District Court. His cell phone number is (920) [REDACTED]. It is **CRITICAL** that you speak to Mr. DeBruin prior to the date and time of your client's hearing in an effort to efficiently process your case.
- 2) **No later than 8:30AM** – Join Meeting ID **588-712-6[REDACTED]** (if you are using a laptop or computer instead of the app on a smartphone, click [https://miscoa.zoom.us/j/5887126\[REDACTED\]](https://miscoa.zoom.us/j/5887126[REDACTED])) and be sure you enter your name as your "Screen Name".

Click "Join with Video"



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Questions & Answers



For questions about Virtual Courtroom setup and guidelines,
please email virtualcourtsupport@courts.mi.gov

