

# Virtual Courtroom Resource Center & Recommendations



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



UPDATES and  
INFORMATION

## Using Zoom and Virtual Courtroom Resource Center

(Last updated: 5/01/2020)

### Quick Section Links:

- [SCAO Virtual Courtroom Recommendations - High Level](#)
- [Recent Instructional Webinars on using Zoom](#)
- [Zoom Basic How-Tos](#)
- [How to Setup Live Streaming using YouTube and integrating with Zoom](#)
- [New! - Using Virtual Background and sample background images](#)
- [Getting Support for Virtual Courtroom Activities](#)
- [Michigan Judicial Institute - Administrative Reference Materials](#)
- [From Zoom - Updated Privacy Statement](#)
- [From Zoom - Recent Message from CEO Addressing Questions](#)
- [For Frequently Asked Questions \(FAQs\), visit SCAO's Virtual Courtroom Resources](#)
- [Information to Share with Self-Represented Litigants or Public Participants to Virtual Hearings](#)

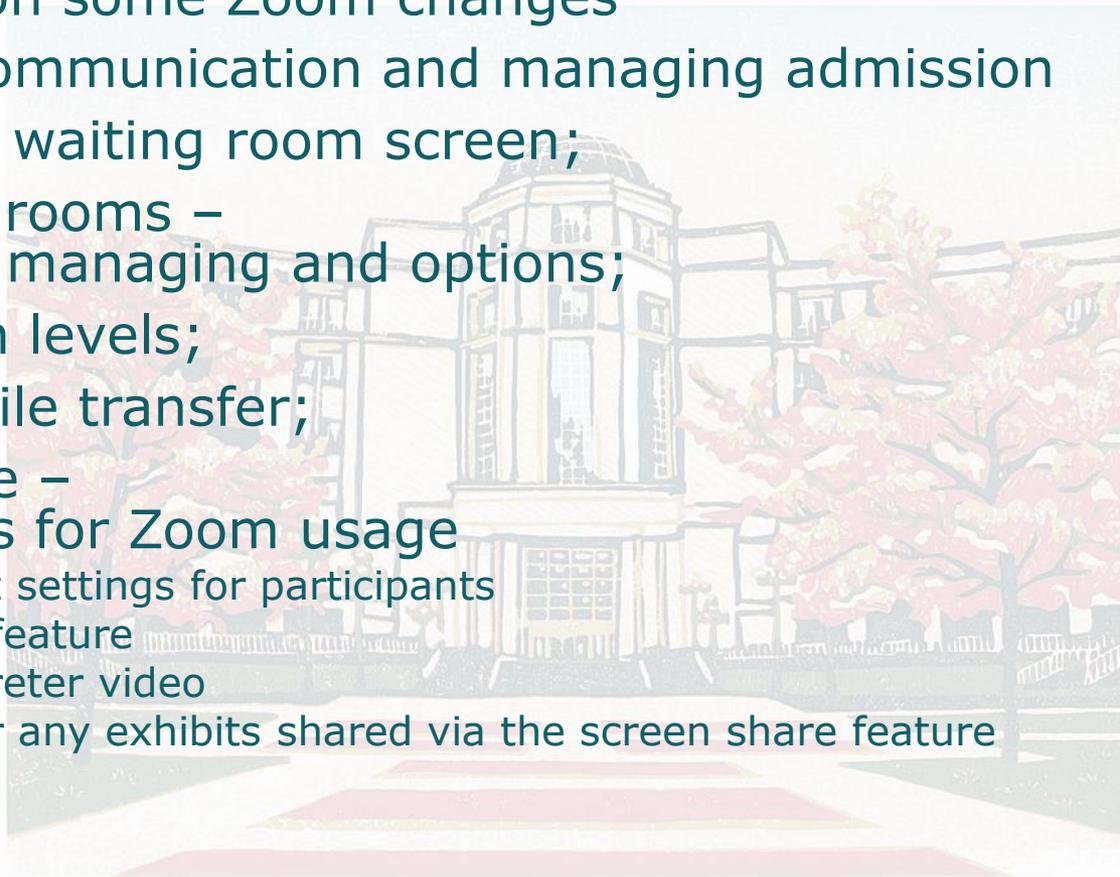
[Recommendations on Using Zoom & Public Access for Court Proceedings](#)



# Today's Agenda



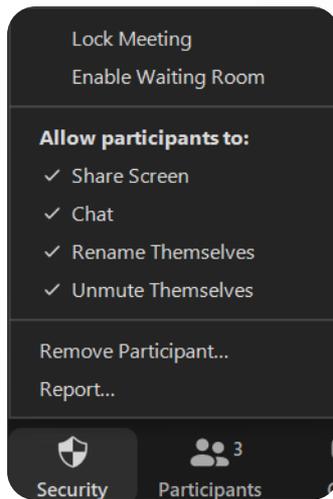
- Quick updates on some Zoom changes
- Waiting room communication and managing admission
- Customize your waiting room screen;
- Zoom breakout rooms –  
More details on managing and options;
- Chat permission levels;
- Using Chat for file transfer;
- ADA Compliance –  
Accessibility tips for Zoom usage
  - Helpful Zoom client settings for participants
  - Closed Captioning feature
  - Tips for ASL interpreter video
  - Accommodation for any exhibits shared via the screen share feature
- Q & A



# Changes to Zoom (May Releases)



- Latest Zoom Client update (5.0.4) – Update Required
- Requires participant consent when host/co-host selects unmute
- Unmute All action for host/co-host no longer available
- Security Menu from control panel revised slightly



# Waiting Rooms



- Host/co-host can only broadcast (one-way) into the waiting room
- Participants cannot communicate via audio/chat/video with anyone until admitted to the main meeting
- Managing entry of participants – possible options:
  - Admit them, use private chat (host/co-host to participant) to identify and instruct
  - Admit each participant, rename/communicate, then return them to the waiting room; repeat for each participant
  - Admit each participant, rename/communicate, then join them into a breakout room (possibly you will want another court staff member present in the breakout room)



# Waiting Room custom screen



- Tailor the waiting room image/message for your account (or for a specific meeting)
- Waiting room settings affect all your meetings (not specific to one scheduled meeting)

Schedule Meeting

In Meeting (Basic)

**In Meeting (Advanced)**

Email Notification

Other

**Waiting room**

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Choose which participants to place in the waiting room:

All participants

Guest only

Customize the title, logo, and description

## Customize the waiting room UI

Meeting ID : 888-888-888

Please wait, the meeting host will let you in soon.

51 / 64



{ Your Meeting Topic }



Always remember, no matter where you go...there you are.

56 / 400



# Breakout Rooms



- Only the Host can manage breakout rooms
- Room settings/features
- Open/Close All Rooms
- Participant management in/out of rooms

Breakout Rooms - Not Started

▶ Holding Room	Assign
▼ Judge's Chambers	Assign
▼ Defense Table	Assign
▶ Prosecution Table	Assign

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: 3 minutes
- Notify me when the time is up
- Countdown after closing breakout room

Set countdown timer: 10 seconds

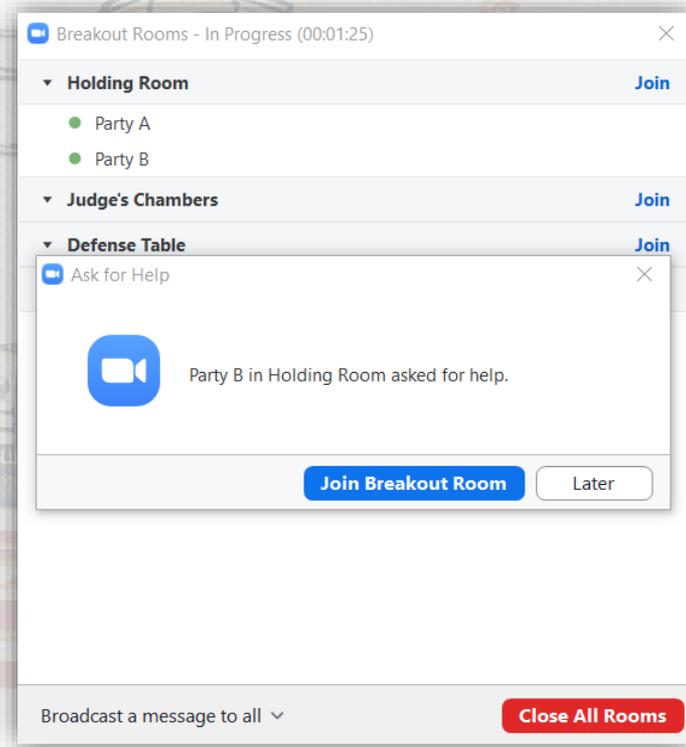
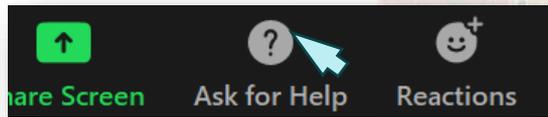
Recreate ▼ Options ▼ Add a Room Open All Rooms



# Breakout Rooms



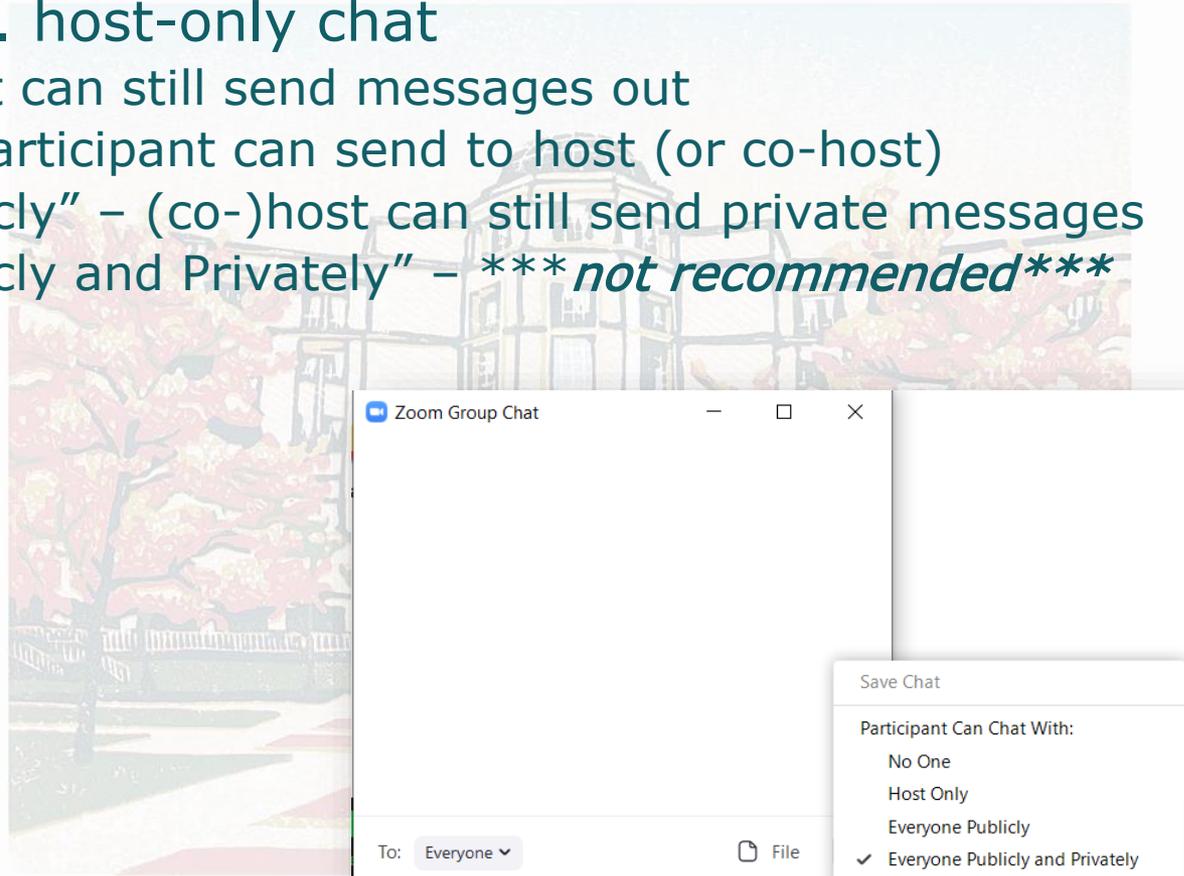
- Messaging options for breakout rooms
- Host Joins a Breakout Room or send in a staff member/co-host



# Chat Permission Levels



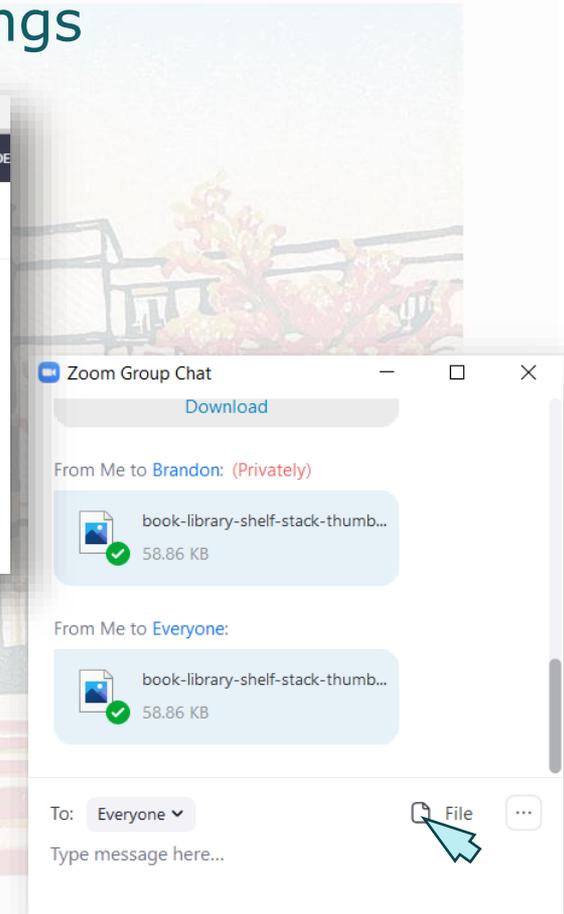
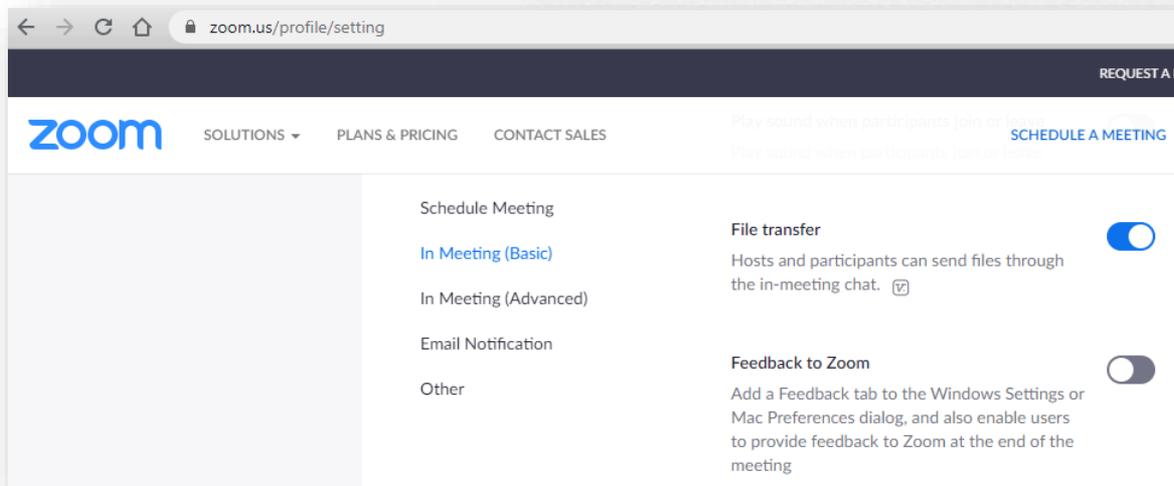
- Private chat vs. host-only chat
  - “No One” – host can still send messages out
  - “Host Only” – participant can send to host (or co-host)
  - “Everyone Publicly” – (co-)host can still send private messages
  - “Everyone Publicly and Privately” – \*\*\**not recommended*\*\*\*



# Chat File Transfer Option



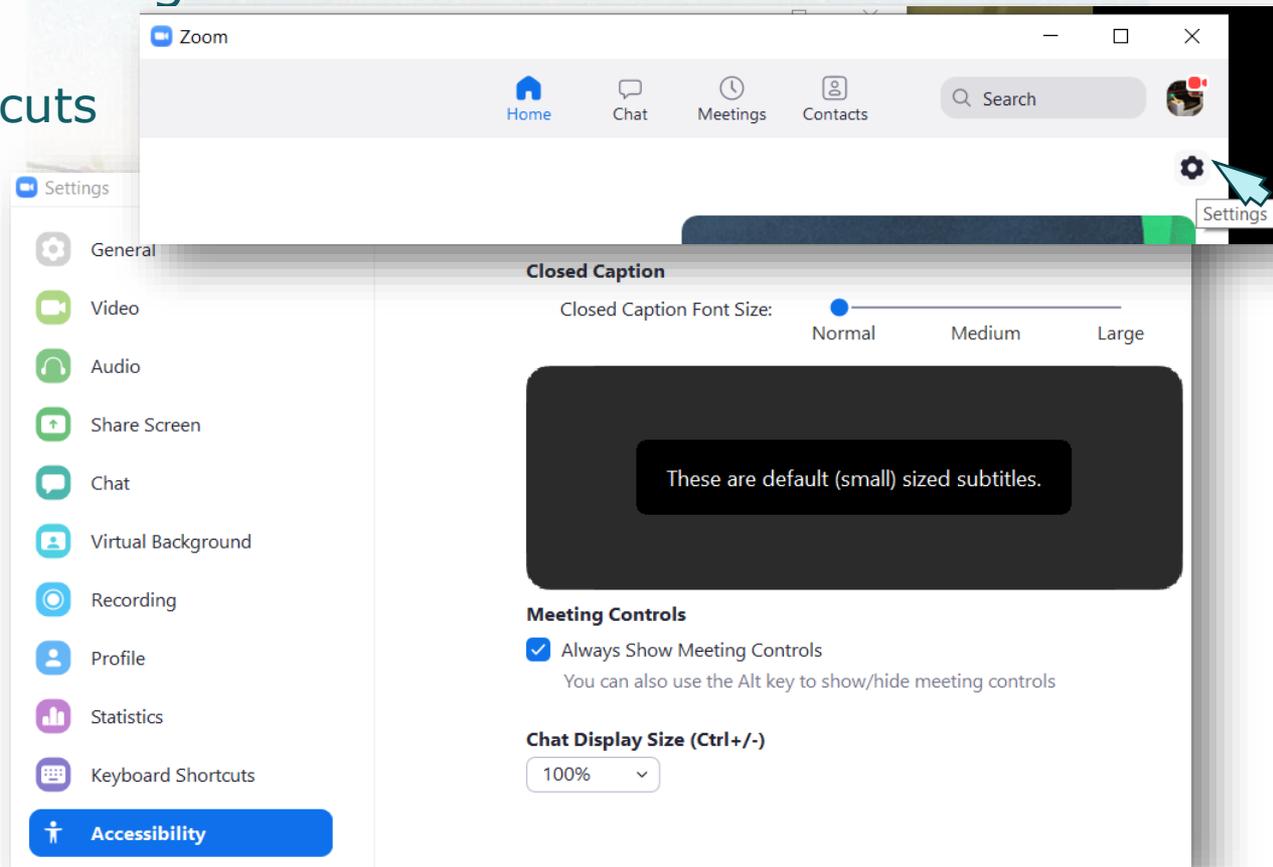
- Enable from web account profile, settings



# Accessibility Options & Suggestions



- PC/Mac client settings
  - Accessibility
  - Keyboard shortcuts



# Accessibility Options & Suggestions



- PC/Mac client settings
  - Accessibility
  - Keyboard shortcuts

The screenshot shows the Zoom Settings application window. The left sidebar contains various settings categories, with 'Keyboard Shortcuts' highlighted in blue. The main content area displays a table of keyboard shortcuts with columns for Description, Shortcut, and Enable Global Shortcut.

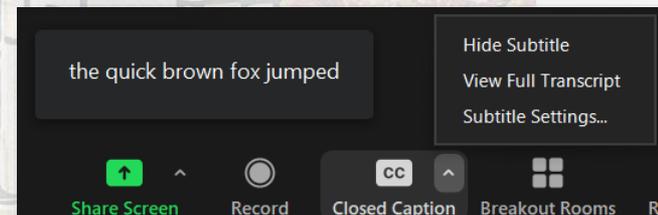
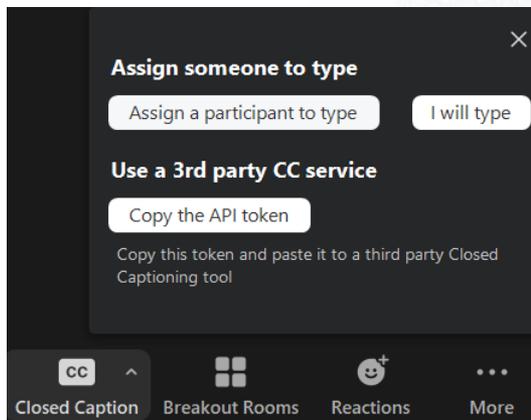
Description	Shortcut	Enable Global Shortcut
Switch to Speaker View	Alt+F1	<input type="checkbox"/>
Switch to Gallery View	Alt+F2	<input type="checkbox"/>
Close Current Window	Alt+F4	<input type="checkbox"/>
Start/Stop Video	Alt+V	<input type="checkbox"/>
Mute/Unmute My Audio	Alt+A	<input checked="" type="checkbox"/>
Mute/Unmute Audio for Everyone Except Host (Host Only)	Alt+M	<input type="checkbox"/>
Start/Stop Screen Sharing	Alt+S	<input type="checkbox"/>



# Accessibility Options & Suggestions



- Closed Captioning



- Tips for ASL interpreter video
  - Limit active videos to no more than 4 videos  
<https://www.deafhhtech.org/lerc/accessible-virtual-meeting-tips/#h.zfn34c6afg1r>
- Accommodation for any exhibits shared via the screen share feature
  - Shared screen/documents are images only (not "screen reader" friendly)



# Pre-Submitted Questions



- Is there an option to require participants to enter their name before they join?
- How do you handle a bad actor (aka zoom bomber) while in a meeting?
- Is there a way to forcefully end sharing by a participant?



# Questions & Answers



For questions about Virtual Courtroom setup and guidelines, please email [virtualcourtsupport@courts.mi.gov](mailto:virtualcourtsupport@courts.mi.gov)

