

Courts Video Project

Zoom Virtual Court Room FAQ



Michigan Supreme Court

- ❖ **Who does the Michigan Supreme Court provide Zoom licenses to?** The Michigan Supreme Court offers each seated circuit, district, and probate judge a Zoom Enterprise license at no additional charge to the local court. The license provides each judge with their own Zoom virtual court room.
- ❖ **Is the Michigan Supreme Court providing Zoom licenses for court administrators, Magistrates or Referees?** No. However, the seated judges may share their Zoom virtual court rooms with others for court related purposes if they desire. Also, local courts can purchase additional licenses from Zoom directly.
- ❖ **What can the Zoom virtual court room be used for?** The Zoom virtual court room can be used as a meeting place for court room proceedings or other court related functions.
- ❖ **What types of systems / devices can connect to the Zoom virtual court room?** Most devices can simply and easily connect to the virtual court room for a video call. These include court room Polycom Systems, Jail Polycom systems, other room systems (e.g. Polycom, CISCO, Tandberg), Windows laptops and PCs, iPads, Android devices, and phones.
- ❖ **Can audio only phone calls connect to the virtual court room?** Yes. Audio only phone calls can communicate with the court room Polycom when both devices call to the Zoom virtual court room.
- ❖ **How many parties can participate in a call in the virtual court room call?** A call can have two parties (e.g. court room and a remote witness) or more (e.g. court room, offender on local jail Polycom, and a remote attorney.) The technical limit is 100 per call but the recommended maximum number of parties for virtual court proceedings is five for management purposes.
- ❖ **Does the local court need to have technical changes made to their Polycom systems or network in order to use Zoom for virtual court room proceedings?** No. The court room, jail, and other Polycom systems, as currently configured, can make calls into the Zoom virtual court rooms.
- ❖ **How does a court schedule a Zoom call?** Scheduling is not required. The court can use the judge's Zoom Personal Meeting Room (PMR) which is available 24x7 without scheduling. Just communicate to the parties the needed call in information.

- ❖ **How do parties join a Zoom call?** Parties do ONE of the following per room depending upon their device types. (Note: **(PMR)** is the judges 10 digit Personal Meeting Room id)
 - ❖ Polycom Systems (Court Rooms, Jails, etc.): Dial **(PMR)**@zoomcrc.com
 - ❖ Windows Desktop PCs and Laptops: Go to the Zoom Web Site (zoom.us). Click on “Join a Call”. Join using Meeting ID **(PMR)**
 - ❖ Apple and Android Tablets or Phones: Install the Zoom App from the Apple or Android Store prior to the call. Launch the Zoom app at the time of the call and join using Meeting ID **(PMR)**
 - ❖ Phone Call Only: Call 646 876 9923 or 669 900 6833 and join using Meeting ID **(PMR)**
- ❖ **Will the court room recording system record a Zoom Virtual Court Room proceeding?**

When using the court room Polycom as part of the call the court room recording system will record in the same manner as it would for making a point to point Polycom call (e.g. court room to jail)
- ❖ **How can a seated judge obtain their Zoom license?** Many judges have already requested and activated their accounts. If one is still needed for a judge then email Jim Ewing with the email address to be used as the Zoom account id. Remember to include the the judge’s name.
- ❖ **Who should I contact for additional information?** Jim Ewing, Michigan Supreme Court Video Specialist, 313.515.3334, jebc1@jebc1.com