



## Zoom Video Instructions

To attend the Final Approval Hearing scheduled for July 21, 2023 at 9:00 a.m. via Zoom Video Conferencing, please read the following.

The hearing will take place in person as well as on Zoom, a free video conferencing service that allows users to hold virtual meetings online. When parties connect to Zoom to participate in a court hearing, the parties must access the Court's personal room link and then will be prompted to join the meeting.

### Court's Personal Room Link

<https://courts-hawaii-gov.zoom.us/j/8085385119>

Meeting ID: 808 538 5119

### Joining the Meeting

- **Access Court's personal room link.** All attendees will need to access the link via their own electronic device (smart phone or mobile phone, tablet, laptop, or desktop as long it is video and microphone enabled) and download the necessary application **the day before** your scheduled conference time (at the latest).
  - **From computer.** Click on the above link provided by the Court, which will open a page in your browser. From there, you may enter the meeting from your browser or Cisco Webex Meetings desktop application. The application may automatically download upon selecting the Court's link, but you are able to participate on either platform.
  - **From smart phone/tablet.** Click on the link provided by the Court, which will open a page in your browser for connectivity. Select "Download." Once the application is downloaded, you may be prompted to enter the Meeting ID, which is 808 538 5119.
- **Display name.** Once the application is loaded, you will have the option to input a display name and email address. Fill in your email address as indicated, and type in **your full name** as the display name (no nicknames, usernames, or initials). It is important that you input your full name so that the Host will know who you are and can admit you to the correct case(s).
- **Join meeting.** Select "Join Meeting" once you are ready to connect. The screen should be titled "First Circuit Court – 9<sup>th</sup> Division's Personal Meeting Room" and have the following message: "Please wait, the meeting host will let you in soon." You are in Judge

Cataldo's Waiting Room. You will be admitted to the meeting when it is time. You do not need to take any action.

#### During the Hearing

- All attendees must log into the hearing at least 10 minutes before the scheduled hearing start time.
- Situate yourself in an area with a neutral background and in an area where you will not be disturbed.
- Keep in mind that this is an official court proceeding – dress appropriately.
- Adjust your camera to be at face height.
- For better audio quality, it is recommended that you keep yourself on mute unless speaking.
- It is recommended that you use, or keep close, a wired set of headphones. The use of headphones enhances a participant’s audio quality.
- Keep your telephone close during the meeting in case of technical difficulties, but make sure your phone is on silent.
- Do not record the meeting in any way in accordance with court rules.

#### Video Conference FAQs

- **Do I need a Zoom account in order to join the hearing?** No. You can join the conference without a Zoom account by using the meeting information provided by the court.
- **Do I need to download an app to my computer, tablet, or phone to join the hearing?** No. You can join the meeting from a web browser. If you are unable to video conference, you may alternatively call in to the meeting on your telephone. However, using the app is the recommended method for joining the conference.
- **How is the First Circuit keeping video conferences secure from “bombers” and other uninvited guests?** The Judiciary has employed a number of safety features to ensure that court hearings or conferences are secure, including locking meetings once all participants have joined. Additionally, the judiciary employee who is “hosting” the meeting will monitor all participants, make sure all non-speaking participants are kept on mute, and can expel any participants if necessary.
- **I’m having trouble opening the link and getting into the meeting. What should I do?** Try one of the alternative methods of joining above, such as by joining the meeting via [www.zoom.us](http://www.zoom.us) or joining via the app. If that does not work, try joining the meeting on your smartphone or tablet. If you are still unable to get into the meeting, call the provided dial-in number on your phone.
- **How can I attend the hearing by telephone?** A party who cannot participate in the video conference because they do not have an electronic device

equipped with a camera and microphone must notify the court via email at [9thdivision.1cc@courts.hawaii.gov](mailto:9thdivision.1cc@courts.hawaii.gov) at least 48 hours before the conference to request to participate by telephone. The court will provide you with dial-in instructions.