



Maine Judicial Branch Notice of Zoom Remote Video Court Proceeding



YOUR HEARING HAS BEEN SCHEDULED AS A REMOTE VIDEO COURT PROCEEDING USING ZOOM. YOU MUST APPEAR BY VIDEO OR YOU WILL BE DEFAULTED AND THE COURT MAY MAKE ORDERS THAT WILL AFFECT YOU AND MAY BE AGAINST YOU. IF YOU CANNOT APPEAR CONTACT THE COURT CLERK'S OFFICE TO MAKE ALTERNATE ARRANGEMENTS.

You do not need a Zoom account to participate in a Zoom hearing, but it is recommended.

- Sign up for a free personal Zoom account and download the app at <https://zoom.us/>.
- To connect on an iPhone or Android phone download the Zoom Cloud Meetings app.
- Test your connection by visiting <https://zoom.us/test>. You should have a reliable, stable internet connection, ideally with fast speed. This will avoid video or audio dropouts or freezing.
- If you cannot connect notify the court as soon as possible to make arrangements to join by phone.
- Documents & evidence: If you have documents to file with the court, you must do so PRIOR to your hearing.

How to Connect

- The hearing is scheduled as set forth in the attached notice.
- On the day of your hearing go to courts-maine-gov.zoom.us and click on the *Join* button.
- You will be prompted to enter your meeting ID.
- **Your meeting ID is:** _____
- You will be prompted to enter a passcode.
- **Your passcode is:** _____

When you join the proceeding, you will be placed in a virtual waiting room. Please wait patiently. The clerk will admit you when it is your turn to appear before the judge. If you are disconnected during the proceeding, call the court clerk's office immediately.

Visit <https://support.zoom.us> to learn more about Zoom and view tutorials.

Please read the enclosed *Best Practices & Tips* handout for Remote Videoconferencing.

ADA Notice: The Maine Judicial Branch complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation contact the Court Access Coordinator, accessibility@courts.maine.gov, or a court clerk.

Language Services: For language assistance and interpreters, contact a court clerk or interpreters@courts.maine.gov.