

Instructions for Zoom Hearings

To join the Zoom hearing by Video:

To appear by video on Zoom, you will need to have an electronic device with an internet connection. You may use a smart phone, iPad/tablet, or webcam/built in camera with sound and video.

You will need to download and install the free Zoom App onto your electronic device at least 48 hours prior to the hearing date. (It suggested that you test the app to make sure that it is working properly before the hearing date).

You will need to submit an email address and/or mobile number where you may receive the invitation for the Zoom meeting to Anna Pavon at 770-603-4844 or anna.pavon@claytoncountyga.gov.

An email invitation with the direct link will be emailed or texted to the parties at least 48 hours prior to the hearing date.

Then, join the meeting by clicking the link in the email from the electronic device you intend to use. Choose your audio options and test to make sure your microphone and speakers are operating properly.

Once inside the Zoom meeting, keep your microphone muted until you are addressed. Depending on the Court's schedule, you may have to wait a few minutes in the virtual Zoom waiting room.

If you are having difficulty, please contact Anna Pavon at the above contact information. Failure to join the meeting within 10 minutes of the start time may result in waiver of the right to participate or delay of the hearing.

To join the Zoom hearing by Phone/Audio Only:

To appear by phone/audio only, you may use a mobile phone, iPad/tablet with the ability to make phone calls or a landline phone.

You will need to submit a phone number of the device you intend to use to Anna Pavon at 770-603-4844 or anna.pavon@claytoncountyga.gov.

With a mobile phone, an invitation with the Zoom meeting information will be texted to the parties at least 48 hours prior to the hearing date.

With an iPad/tablet, an invitation with the direct link will be texted or emailed to the parties at least 48 hours prior to the hearing date.

With a landline phone, please contact the Judge's staff attorney, Denise Riley, at 770-472-8135 or denise.riley@claytoncountyga.gov to receive the phone number to join the hearing.

Then, join the meeting by clicking on the link in the text message you have received or calling the phone number you are provided.

Once inside the Zoom meeting, keep your microphone muted until you are addressed. Depending on the Court's schedule, you may have to wait a few minutes in the virtual Zoom waiting room.

If you are having difficulty, please contact Anna Pavon at the above contact information. Failure to join the meeting within 10 minutes of the start time may result in waiver of the right to participate or delay of the hearing.

If a party does not have access to a mobile phone, landline phone, or electronic device, contact Anna Pavon at 770-603-4844 or anna.pavon@claytoncountyga.gov when this notice is received to make arrangements to appear at the Harold R. Banke Justice Center in order to use available equipment for the hearing.

TIPS FOR USING ZOOM

Below is the direct link to the Zoom website instruction page:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

In the bottom left corner of the internet and app versions of Zoom, there is a microphone icon and a video camera icon. Make sure that both of these icons are on when you login to Zoom.

Please mute your microphone if there is background noise. On a computer, iPad/tablet, or smartphone, you mute your microphone by tapping the microphone icon. On a regular mobile phone or landline, you mute your microphone by pressing *6. To unmute, tap the icon again or press *6 again.

To see all of the Zoom hearing participants in a call at once, you may swipe right on the app on your phone or click “gallery view” in the top right of the Zoom screen on your computer.

REQUEST FOR COURT REPORTER

A court reporter will be available to take down everything that is said during a hearing of your matter at the rate of \$43.31 per hour. Additionally, in the event a transcript is requested, the cost is \$3.78 per page. **If you would like to have your matter taken down, please call Lisa Anderson at 770-472-8001 or email at jca5@bellsouth.net, at least 48 hours prior to the hearing.**

EXHIBITS/EVIDENCE

If you have documents, photographs, recordings or other exhibits that you would like the Court to consider during the hearing, please scan and email those documents as pdf files to denise.riley@claytoncountyga.gov, at least 48 hours BEFORE the hearing. Please type your First and Last name in the subject line along with the words “Hearing Exhibits” (ex. Jane Doe – Hearing Exhibits). Please include your case number as well.

WITNESSES

If you have any witnesses you intend to call to testify on your behalf, please ensure such witness is present with you for the hearing or receives the Zoom invitation and has the ability to join the hearing. For those potential witnesses who do not have the ability to join a Zoom hearing, please direct the witness to contact Anna Pavon at (770) 603-4844 or email at anna.pavon@claytoncountyga.gov for instructions to access to the equipment at the Justice Center.

REQUEST FOR ACCOMMODATION SPECIAL NEEDS/DISABILITIES

If you have special needs/disabilities, such as visual impairment or hearing impairment, which require accommodations or any other questions or concerns, please call Anna Pavon at (770) 603-4844 or email at anna.pavon@claytoncountyga.gov.

INTERPRETERS

If you need an interpreter, please call Anna Pavon at (770) 603-4844 or email at anna.pavon@claytoncountyga.gov.