

# How to attend your virtual hearing in Thurston County by Zoom Meetings

All ITA Hearings starting June 1, 2020 will be conducted virtually either through Skype or Zoom Meetings. Beginning June 8 all ITA hearings will be through Zoom Meetings, the **Zoom Meeting ID is 212-339-3380** or link is <https://us02web.zoom.us/j/2123393380>

If you cannot attend virtually the Courthouse is open and the hearing is being conducted at Family and Juvenile Court located at 2801 32nd Avenue SW, Tumwater, WA 98512. The times of the ITA hearings remain as outlined on the court's website: <https://www.thurstoncountywa.gov/sc/Pages/ita-court.aspx>

## 1. Instructions for how to attend your virtual hearing via Zoom Meetings

Zoom hearings can be joined from the internet, the Zoom application ("App"), landline or mobile phone (**Instructions below**), and with a H.323 or SIP device.

You will need the **Zoom Meeting ID** number for the hearing. The **Zoom Meeting ID** for the ITA calendars is **212-339-3380**.

1. Go to <https://zoom.us/>
2. Once on the Zoom site and click the "Join a meeting" option, or use this link: <https://zoom.us/join>
3. Enter the meeting ID and click "Join"

You can also download an application ("App") to your smartphone or device. To download the Zoom mobile application, visit the zoom website at <https://zoom.us/download>

4. Once you have joined at least 10 minutes before your hearing, you will enter the virtual waiting room. Before the start of your hearing, the judicial officer will admit you into the virtual hearing. You might have to wait past the start of your hearing time. Please be patient.

**Considerations for Virtual Hearings:** Virtual hearings are just like attending court in person

### Required:

- Dress appropriately;
- Mute your microphone unless you are asked to speak;
- Follow judicial officer's stated rules or you may be removed from the hearing;

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- Only appear to one virtual hearing at a time. If you have a scheduling conflict, please contact Court Administration at (360) 709-3295.

## If Possible:

- Avoid moving your camera and making quick movements;
- Find a quiet space;
- Have a plan to call into the hearing in case you have technology problems;
- Be aware of your background and what is showing in your video display;
- Close out other applications and create distance from other devices to avoid interference with reception; and
- Login 10 minutes prior to your hearing start time.

## Join by telephone if:

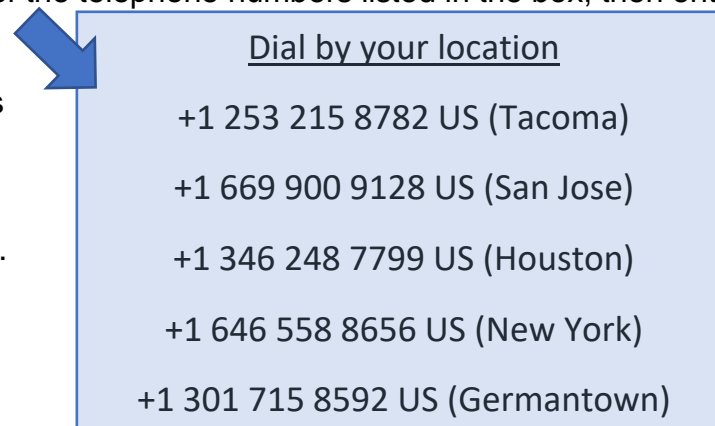
- You do not have a microphone or speaker on your PC/Mac,
- You do not have a smartphone (iOS or Android), or
- You cannot connect to a network for video and VoIP (computer audio).

## To join by telephone:

- If you are joining via telephone, call one of the telephone numbers listed in the box, then enter the **Zoom Meeting ID** number **212-339-3380 #**.


1. Call one of the telephone numbers provided in the box.
2. Enter the assigned **Zoom Meeting ID** number **212-339-3380** followed by # symbol.

- Phone Controls:
  - \*6 - Toggle mute/unmute
  - \*9 - Raise hand



Dial by your location

- +1 253 215 8782 US (Tacoma)
- +1 669 900 9128 US (San Jose)
- +1 346 248 7799 US (Houston)
- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Germantown)

 To watch a video about how to join a Zoom meeting, click this link: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>