

How to attend your remote hearing by Zoom
Thurston County Family & Juvenile Court

1. Find the Calendar your Case is scheduled on for the Zoom Meeting ID

| Dependency Cases | Zoom Meeting ID |
|--|---|
| Dependency Hearings- Monday and Wednesday | 429-655-5966 # |
| Family Recovery Court- Tuesday | 429-655-5966 # |
| Shelter Care Hearings | Monday & Wednesday: 429-655-5966 Tuesday & Friday: 772-162-1402 # Thursday (Check Notice): 772-162-1402 # or 242-974-5214 # |
| Family Law Calendars | Zoom Meeting ID |
| Adoption Hearings - Friday | 772-162-1402 # |
| Ex Parte-Emergency Motions | Monday & Wednesday: 242-974-5214 # Tuesday & Thursday: 429-655-5966 # Friday: 786-408-0165 # |
| Family Law with Attorneys- Tuesday & Thursday | 242-974-5214 # |
| Family Law without Attorneys | Monday: 429-655-5966 # Wednesday: 242-974-5214 # Friday: 786-408-0165 # |
| Final Orders with children- 10:00 am without children- 11:00 am | Thursday: 786-408-0165 # |
| Judges' FL Motions, Revisions, and Relocations- Friday | 242-974-5214 # |
| Minor Guardianship/Non-Parental Custody- Wednesday | 242-974-5214 # |
| State Family Law- Wednesday | 242-974-5214 # |
| Juvenile Cases | Zoom Meeting ID |
| Arraignments- Tuesday | 786-408-0165 # |
| Cross System Youth- Monday | 772-162-1402 # |
| Detention- Monday, Tuesday & Thursday | 786-408-0165 # |
| Wednesday & Friday | 242-974-5214 # |
| Miscellaneous Motions- Monday | 786-408-0165 # |
| Pre-Trial- Tuesday | 786-408-0165 # |
| Probation Violation- Monday, Tuesday & Thursday | 786-408-0165 # |
| Wednesday & Friday | 242-974-5214 # |
| Youth at Risk & CHINS Cases- Monday | 786-408-0165 # |
| Orientation | Zoom Meeting ID |
| Thursday | 837-2088-7594 # |
| Probate and Guardianship Cases | Zoom Meeting ID |
| Friday Motions | 429-655-5966 # |
| Settlement Conferences | Zoom Meeting ID |
| Family Law- Look on your "Case Schedule Order" for Courtroom number | Courtroom 1: 772-162-1402 # Courtroom 2: 429-655-5966 # Courtroom 3: 786-408-0165 # Courtroom 4: 242-974-5214 # Conference Room 35: 835-2138-4214 # Conference Room 35: Friday: 829-0309-2004 |
| Dependency/Termination- Monday | 786-408-0165 # |
| Trial Confirmation & Ruling | Zoom Meeting ID |
| Trial Confirmation - Thursday 8:30 am | 772-162-1402 # |
| Termination Pre-Trial & Trial Confirmations- Thursday 8:15 am | 772-162-1402 # |

2. Instructions for how to attend your remote hearing via Zoom

You will need the **Zoom Meeting ID** number for the hearing. The **Zoom Meeting ID** for your hearing can be found in section 1 at the beginning of these instructions or the notice of hearing.

- a) Go to <https://zoom.us> or download the free application to your smartphone or device by going to <https://zoom.us/download>
- b) Once on the Zoom site click the “Join a /Meeting” option, or use this link: <https://zoom.us/join>
- c) Enter the **Zoom Meeting ID** and click “Join”
- d) Once you have joined you will enter the Zoom waiting room. Before the start of your hearing, the judicial officer will admit you into the remote hearing. You might have to wait past the start of your hearing time. Please be patient. However, if you have not been admitted for more than 10 minutes after the calendar start time, please confirm you have the correct zoom meeting ID.

Considerations for Remote Hearings:

Remote hearings are just like attending court in person.

Who can attend:

- Witnesses may be placed in a separate location until it is time for their testimony.
- No one may speak during the hearing unless requested to do so by the judicial officer; no one present with you as a support can tell you what to say to the court.
- **Observer:**
 - a. You are required to identify yourself only as Observer when logging in (i.e. OBSERVER) by renaming yourself.
 - b. If you are with an organization, put your name and name of organization (i.e. Jane Smith/The Olympian)
- All audio, video, and pictures are to be turned off for the entire calendar.
- Not following these guidelines or any inappropriate or disruptive behavior may result in immediate removal from the hearing.

Required:

- Everyone must dress appropriately and act respectfully during the time they will spend in the remote courtroom;
- Mute your microphone unless you are asked to speak;
- Follow judicial officer’s stated rules or you may be removed from the hearing;
- If you are joining by video, make sure to have your full name by right clicking on your video and selecting “rename”;
- DO NOT have any pictures of yourself or anything else on your video;
- Do not use the chat function unless you are having audio difficulties and need to advise that you cannot hear or that you are not being heard when you speak.
- The court makes a record of all hearings. You may not record any part of any hearing without permission of the court at the hearing.

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;
- Login five 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 or computer audio.

To join by telephone:

1. Call (253) 215-8782
2. Enter the assigned **Zoom Meeting ID** number followed by # symbol.
 - Phone Controls:
 - *6 - Toggle mute/unmute
 - *9 - Raise hand

HELP

Click [here](#) for help articles and video tutorials for ZOOM. Be sure to test your connection and audio well in advance of your hearing. You can join a test meeting at: <https://zoom.us/test> .