

4.0 Instructions for **Henderson District Court Division II Traffic Court**

Henderson District Court is held in person in Courtroom 100 at the Henderson County Judicial Center, 5 North Main Street, Henderson, KY 42420. Henderson is on central time zone.

If you wish to appear remotely, you must call the office of the Henderson District Judge's Office at 270.826.4755 for permission.

If you have been instructed in court by Judge Newman that you may appear remotely, you may.

Remotely means the hearing will be held virtually instead of in person and you will attend by using a computer, tablet, smart phone (Android or iPhone) or by telephone (if you don't have a device or internet access).

If you have internet access, you will join using the web version of Zoom or the Zoom app. To join online, go to <https://zoom.us> or download the app. Click on JOIN MEETING. The meeting ID is 899-421-0501. The password is 42420.

If you do not have internet access, you can simply use your telephone. Call 312.626.6799. The meeting ID is 899-421-0501 followed by #. The meeting passcode is 42420, followed by #.

The hearing will be recorded. Please dress appropriately for court and remove any distractions from your surroundings that could keep you or others in the courtroom from being able to pay attention. It is recommended that you test the technology before the hearing and that you "arrive" early. The Court is the host and will admit you to the virtual courtroom. Have a picture identification to show the court as well as any documents you will need. Also, be prepared to take note of information you will be given. Make sure your device has adequate charge.

If you are represented by an attorney, immediately let your attorney know you have these instructions.