

Appearing in Court Virtually

What You Need to Know

Quick Reference Guide

Administrative Office of the Courts
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 Frankfort, KY 40601
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Legend: Look for *Helpful Hints* Bold Text = Action Bracketed Text<> = button or link
 Click=Select w/ Mouse or Touch Pad Italicized Text = Object of Action Single Quotes = Description

Step	Objective	Action
1	Joining your court event	<ol style="list-style-type: none"> 1. Enter the meeting information as instructed using the links, Meeting IDs, or telephone number provided. <ol style="list-style-type: none"> a. If using the telephone, dial in the number, and enter the information (Meeting ID, Conference ID and passcode if applicable). b. If using the Zoom Application or Zoom website, click on the link or enter your Meeting ID and/or Password. c. If using Teams Application, click on the link. 2. Wait to be admitted to the courtroom. 3. This is virtual court and courtroom decorum is expected at all times. 4. All remote court proceedings are recorded, you are on the record both verbally and by video if you access the proceedings via your computer. 5. If you require an interpreter, please request one upon joining the meeting. 6. Once you have joined the meeting, you will be greeted and your identifying information will be updated to include both your phone number and your name for participation purposes. 7. You will be muted when entering the courtroom. 8. You should remain muted at all times, with your video off once in the courtroom, unless the Judge asks you questions. 9. You may be moved to a breakout room to confer with your attorney, if you are represented by one. 10. If you are disconnected or asked to hang up, when you call back in, you will be renamed by the facilitator.
2	Best practices for appearing in court virtually	<ol style="list-style-type: none"> 1. Make sure your device or phone is fully charged. 2. If you join the proceedings using video, video should be turned off unless conferring with attorney or directly speaking with the Judge. 3. Select a location that is relatively quiet and manageable. 4. If using the application, know how to mute and unmute. If using the telephone, press *6 to mute and unmute. 5. If using the Zoom application from a smart phone, by default only the current speaker is visible. Swipe left to display gallery view.

For additional information, please contact the local clerk's office in the county where you are scheduled to appear.