

INSTRUCTIONS FOR JUNE/JULY HENDERSON DISTRICT COURT DIVISION I DISABILITY COURT ZOOM HEARINGS

Due to Covid-19 exposure concerns requiring social distancing and limiting contact, your Henderson District Court appearance will be held remotely using the ZOOM platform. **(Your hearing date, time and case number are in the attached court notice.)**

A ZOOM hearing means the hearing will be held on computer, tablet, smart phone or telephone(if you don't have computer, tablet or smart phone) so that you don't have to attend in person. **You will join the hearing online or via the free ZOOM app, ZOOM website, or by telephone. If you do not have internet access, and simply want to use your telephone, the telephone number is (312)626-6799.**

The meeting id and password to connect to the hearing are as follows:

meeting ID: 848 0068 8896

password: 647054

To INSTALL ZOOM on your cell phone, tablet or other device: Go into your APP store and follow the prompts to set up. ZOOM is a free app. **PLEASE NOTE THAT YOU CAN USE ZOOM WEBSITE TO PARTICIPATE AND DO NOT HAVE TO DOWNLOAD APP.**

To install ZOOM on your laptop or desktop computer, follow the instructions below.

1. Go to <https://zoom.us/>.
2. Enter your email address
3. Click on get started for free meetings
4. Click confirm
5. Go to your Outlook or other email and open email
6. Click activate account
7. On the welcome to Zoom page enter required information and click continue
8. Click on I'm not a robot

You will need to enter the meeting id and password(found above) to be admitted to the hearing.

Again, if you cannot get the ZOOM app downloaded or use ZOOM website successfully you can always join the hearing with your telephone using the telephone number, meeting id and password(found above).

Please keep in mind the hearing is being recorded. You will need to join the **hearing on time** to be advised of your rights. Please dress appropriately for court and remove any distractions from your surroundings that could keep you from being able to pay attention. Please have a picture identification to show during the hearing and have any documents you will need with you during the hearing. Also, have paper and something to write with for information you will be given. **MAKE SURE YOUR DEVICE HAS ADEQUATE CHARGE BEFORE THE HEARING.**