

## ZOOM INSTRUCTIONS

The following procedures are followed for ZOOM hearings:

- **You must identify yourself with the Judge’s clerk when you join the Zoom hearing.**
- **If you are connecting using a camera, APPROPRIATE DRESS IS REQUIRED FOR ALL COURT PROCEEDINGS (shorts, tank tops, mini-skirts, cut-off jeans, and clothing with obscene or vulgar wording or pictures are NOT appropriate.)**
- If you require special accommodations to use the court because of a disability, or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact Judge’s Office immediately to make arrangements.
- If the petition is granted and a fiduciary is appointed, the fee to obtain Letters of Authority is \$12.00 per letter
- Unless represented by an attorney, petitioner must appear. Petitioners who are represented by legal counsel are not required to appear.

There are three options for participating via ZOOM:

- **Option 1 - Audio or Audio and Video using Zoom App (Internet connection required)**

1. Install the Zoom App from the App Store or Play Store prior to the call.
2. Launch the zoom app
3. Click “Join a Meeting”
4. In the Meeting ID field, enter the appropriate Meeting ID

Judge	Meeting ID
JUDGE FREDDIE G. BURTON, JR.	4242601629
JUDGE JUDY A. HARTSFIELD	8894970057
JUDGE TERRANCE A. KEITH	4020634055
JUDGE DAVID BRAXTON	3904402123
JUDGE LAWRENCE J. PAOLUCCI	7910061697
JUDGE DAVID A. PERKINS	4296359417

5. Please update your screen name to your name and include the case number if possible.
6. In *join options*
  - Don’t connect to audio – turn off
  - Turn off my video – turn on if audio only, turn off if participating by video
7. Ensure your device has the microphone (audio) and camera (video) on
8. Click “Join”
9. In the prompt, “to hear others please join audio”
  - Select “call using Internet audio”
  - (Select Dial in if you want to abandon this setup and use option 1 instead )
10. Once your participation is no longer needed, leave Zoom by clicking “leave”

- **Option 2 - Audio or Audio and Video using the [Zoom Website](#)**

1. Go to [www.zoom.us](http://www.zoom.us)
2. “Join a Meeting”
3. Enter the appropriate Meeting ID

Judge	Meeting ID
JUDGE FREDDIE G. BURTON, JR.	4242601629
JUDGE JUDY A. HARTSFIELD	8894970057
JUDGE TERRANCE A. KEITH	4020634055
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4. Follow the download instructions
5. Select Computer Audio or Phone Call
  - If joining with Computer Audio, Click Join with Computer Audio (you must have a microphone and speakers on the device)
  - If joining via phone call – Click Phone Call and follow the instructions given.
6. Please update your screen name to your name and include the case number if possible.

- **Option 3 - Audio only by Telephone**

1. Call 646-876-9923 or 669-900-6833
2. Enter the appropriate Meeting ID

Judge	Meeting ID
JUDGE FREDDIE G. BURTON, JR.	4242601629
JUDGE JUDY A. HARTSFIELD	8894970057
JUDGE TERRANCE A. KEITH	4020634055
JUDGE DAVID BRAXTON	3904402123
JUDGE LAWRENCE J. PAOLUCCI	7910061697
JUDGE DAVID A. PERKINS	4296359417

3. Press #, no password or participant ID is needed