

What to Expect During Your Virtual Hearing with the Montgomery County Circuit Court

This is document outlining what to expect during your virtual hearing with the Montgomery County Circuit Court.

Prior to Your Hearing

- You will receive an email inviting you to a Zoom meeting. This email will contain the link to access the Zoom meeting or a teleconferencing number, as well as the time and date of the hearing.

Day of Your Hearing

- Find a quiet place and please do not move around during the hearing.
- Use headphones if available. Please keep your microphone on mute if you are not speaking. To do this click the microphone in the bottom left-hand corner of your screen.
- Dress in court appropriate clothing.

How to Join the Hearing

- If connecting by video, click the link under “Join a Meeting” in the email.
 - Please enter your full name as your display name.
 - Select that you would like to connect with audio and video. Then, click Join.
 - Your screen will say “Wait for the host to let you in.” This means you are in the right place. This is the waiting room. Some hearings run over, causing the host to start other meetings late.
- If connecting by telephone, dial the telephone number provided in your invite.
 - As soon as you hear someone speaking, enter the meeting ID number and then hit #
 - When you hear someone speaking again, hit #
 - You will then be in the meeting. If it is silent or if music is playing, you are in the waiting room and the court will admit you once your case is called.

When Interpreter is Needed

- If you need the assistance of the interpreter, the Court will direct you to switch to the channel for the language of your choice. To do this, click Interpretation at the bottom of your screen.
 Then, click the language that you would like to hear.
- NOTE: When an interpreter is being used, everyone in the hearing must select a language. If you are not one using the assistance of the interpreter, you will select “English”

Breakout Rooms

- Breakout Rooms will be used throughout the hearing. These place participants in a separate room from the hearing to allow a conversation off the record.

- During the hearing, if you would like to speak to your attorney confidentially, you may go into a Breakout Room once the Court gives permission.
- The host will invite you to join the Breakout Room.
 - If on video, click Join
 - If on the phone, no need to do anything as you'll be moved automatically
- When done in the breakout room, you must leave it to rejoin the hearing.
 - If on video, to leave the breakout room, click the red box that says, "Leave" in the right-hand corner of your screen. You will be prompted to choose "Leave the Breakout Room" or "Leave the Meeting." Click "Leave the Breakout Room."
 - If on the phone, to leave the breakout room, hit # on your dial pad
- The Breakout Room will remain open throughout the hearing, so that you and your attorney can enter as needed. To join a breakout room later, click  and it will allow you to enter your breakout room.

Exhibits (Only for those on video)

- To share an exhibit, you will need to share your screen.
 - Have the document open that you wish to share. Click the Share Screen button at the bottom of your screen.
 - Select the screen that you wish to share.
 - If you are sharing a video with audio, click Share Computer Sound at the bottom left of the dialogue box.
- When you are sharing your screen, you can hover your mouse over the top of your screen. This will show a toolbar that will say "You are screen sharing."
 - You will have options next to this box. From the options, you can annotate your screen.
 - You can stop sharing your screen.
 - You can share a new screen.
- When you are viewing someone else's screen, it will say "You are viewing *****'s screen" at the top of your screen if you hover your mouse.
 - Next to that will be an options box. That box will drop down to allow you to annotate on the screen.