

**ZOOM INSTRUCTIONS (updated 6/3/2020)**  
**Ashland County Court of Common Pleas, Juvenile and Probate Divisions**

**STEP 1:** Make sure you have the Meeting ID and Password for the hearing. The Court provides this information in a variety of ways. If the Court has your email address, you may receive the information by email. If the Court does not have your email address, you will receive the information by mail in a letter, notice or Court order. If you are represented by counsel, the Court may notify your attorney, and you must obtain the information from your attorney. If you are a witness, the attorney or party who asked you to testify will provide the information to you.

**STEP 2:** Make sure you have the right equipment - you need access to the internet AND a smart phone, tablet or computer with camera and speakers.

**STEP 3:** Download the ZOOM desktop client from <https://zoom.us/download> if you are using a computer, or download the “ZOOM Cloud Meeting” app from the Google Play Store or App Store for your device. These are free. You can create a free ZOOM account once you download the client or app.

**STEP 4:** Join the Meeting: Please use your actual name to join! **Instructions can be found at: <https://support.zoom.us/hc/en-us/articles/20136213-Joining-a-Meeting>, if you are having trouble.**

**USING ZOOM**

- a. The Court is using the “waiting room” feature of Zoom. This means that all participants who sign-on are “held” in a virtual waiting room until the Court lets them into the video conference. When you join, you may receive a message that you are waiting for the Court to admit you. Please be patient. If you have waited more than 10 minutes past the start time of the hearing, you can call the Court at 419-282-4205 to find out the status of the hearing.
- b. Please dress appropriately for the hearing and make sure you are located in an area with minimal background noise and interruptions.
- c. Unless your child(ren) are required to participate in the hearing by the Court, please make arrangements for the care of your children so that they do not see or hear the hearing.
- d. Exhibits: Please scan all documents you intend to use as exhibits and provide the scan(s) of the documents to opposing counsel, any unrepresented party and the Court, prior to the start of the hearing. The scan can be emailed to the Court at [acjc.videoconferencing@zoominternet.net](mailto:acjc.videoconferencing@zoominternet.net). If you anticipate that a remote witness will be asked about an exhibit, please provide a scan of the exhibit to that witness prior to the hearing, so that the witness can reference the exhibit during the hearing. Alternatively, if you have the technical knowledge, you can use the “show desktop” function of Zoom to display an exhibit to all participants during a hearing. If you anticipate using a non-document exhibit, please contact the Court for guidance on that before the hearing.