

Probate Court of Pike County, Ohio
Judge Paul Price
230 Waverly Plaza
Suite 600
Waverly, OH 45690
(740) 947-2560
probatecourt@pikecounty.oh.gov

INSTRUCTIONS FOR PARTICIPATING IN A REMOTE HEARING USING ZOOM

You are scheduled to participate in a remote hearing. This means you will not go to the courthouse, but will participate using a computer, laptop, tablet, smartphone, or other device with a working camera and microphone.

The Court will be using *Zoom* for the hearing. Please dress professionally, speak loudly and clearly, and act the same way you would if you were at the courthouse.

Upon receiving notice that you are scheduled for a remote hearing:

- Complete the attached contact sheet and return to the court as instructed on the form. Contact the court immediately if your telephone number or email address changes before your scheduled hearing date.
- If you do not have access to the internet or a computer, laptop, tablet, smartphone, or other device for the remote hearing, contact the court at (740) 947-2560 immediately, but no later than 48 hours in advance of the hearing date.
- If you need a special accommodation (e.g., interpreter, Americans with Disabilities Act (ADA) accommodation, etc.), contact the court at probatecourt@pikecounty.oh.gov or (740) 947-2560.
- If you are not represented by an attorney, you will need to know how to:
 - Submit exhibits (documents and other evidence) to the Court

A week before your hearing:

- Review the “**Zoom How-to-For Participants**” included with this form or on the court’s website, www.pikecountypjcourt.com
- Test your camera, speaker, and microphone before the hearing.
- If you are unable to get your device to work properly, contact the Court immediately at probatecourt@pikecounty.oh.gov or (740) 947-2560, but no later than 48 hours before the hearing date.
- You will have the opportunity to talk privately to your attorney during the hearing. Discuss with your attorney how you want to communicate with each other.

The date before your hearing:

- At least 24 hours before the hearing you should have been emailed a link to connect to the *Zoom* hearing and more instructions. Please check your junk or spam filter if the email does not appear in your inbox.
- If you do not receive the email with the link, please call (740) 947-2560 before 3:00 p.m. the day before your scheduled hearing.

Zoom Instructions

Page 2

The day of your hearing:

- Find an appropriate and quiet place to participate than ensures your privacy. Limit distractions during the proceeding.
- Place your device on a hard, flat surface and do not move it around. Use headphones to help reduce background noise. Keep your device plugged in so that you do not unexpectedly get disconnected.
- Dress like you would if you were appearing in Court
- Make sure others using your Wi-Fi network minimize their use so that it does not disrupt your connection.
- Do not use a virtual background.
- Keep your camera turned on for the entire hearing.
- Join the remote hearing at least ten minutes before the start time so you can fix any problems connecting to Zoom.
- Join the hearing when you are alone unless you are with your attorney.
- You may be placed in a virtual waiting room until your hearing or until everyone has arrived. Please note: the Court or another participant may be running late or having difficulty connecting. Be patient. Do not disconnect or leave the meeting.
- Keep yourself on mute until it is your turn to talk. Wait to speak until you are called on by the Judge and do not talk over others. There may be a few second delay with the audio.
- Do not talk, chat, or consult with anyone other than your attorney during the hearing.
- Make sure your profile or screen name is your first and last name that matches the one that the court has on file.
- Have your government-issued identification card with you.
- Do not share the log in information and password with others if the hearing is not open to the public.
- Do not record the hearing unless you have been given permission.
- If you need to take a break during the hearing, raise your hand and the judge will call on you.

If you are unable to get your device to work properly, immediately contact the Court at

probatecourt@pikecounty.oh.gov or (740) 947-2560. If you lose your connection, immediately try to reconnect. Contact the Court if you are unable to join.