

**ZOOM HEARING INSTRUCTIONS AND POLICIES  
FOR THE JUDICIAL TENURE COMMISSION**

**Anyone participating in a Zoom hearing must follow all the same court rules and policies as you would if appearing in person. The Chairperson has the same authority to control the proceeding and the participants as if the hearing was occurring in a physical court room.**

**Technical Instructions and Responsibilities of Participants**

1. A reliable internet connection is required (Wi-Fi, 4G, etc.) to use Zoom. If you do not have internet access, you may participate via telephone. Instructions for various devices are as follows:
  - A. Apple/Android Phone or Tablet: You must first install the Zoom App. Just before the scheduled hearing time, close all other apps and launch Zoom. Click "JOIN" and then enter meeting ID# 834-006-5942. Make sure you connect to video and audio within the app.
  - B. Laptop or PC: Go to [www.zoom.us](http://www.zoom.us) and click "JOIN A MEETING" at the top of the screen. Enter meeting ID# 834-006-5942. If you do not have a camera, speakers, and mic, you may view the proceeding on the computer, but must also call in via telephone.
  - C. Telephone: Dial 1-646-876-9923 or 1-669-900-6833, then enter meeting ID# 834-006-5942, press #, then press # again (no participant ID needed).
  - D. Polycom: Dial 162.255.37.11 # # 8340065942, and enter.
2. Remote participants must have a strong internet connection to ensure a quality call. Close all other applications, as they may diminish the quality of your connection. **Note:** Use of a mobile device may incur cellular carrier charges which are the responsibility of the remote participant.
3. The Court does not provide technical assistance. Test your device and network before the scheduled hearing because the Court does not provide time during the hearing to troubleshoot technical problems. Directions to test your speaker/microphone and video can be found at: <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio> and <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->.
4. If you have technical problems with your equipment or want more information about Zoom, review their training and support materials at their website: <https://zoom.us>.

**Additional Policies**

These policies are identified and adopted by the Commission in an effort to maintain appropriate decorum for hearings conducted via Zoom technology and the Commission requests all participants honor these policies.

1. Remote participants should be in a quiet, private room, that will be free of interruptions. You may also sit in your parked car, but do not sit outdoors or in a public location. Appropriate conduct and attire is required. No smoking, chewing gum, or eating during the hearing.

2. Set your device on a stable surface, at eye level. Do not hold your device in your hand or lay it down flat. Make sure there is good lighting, and avoid having a light source or window behind you. Mute your device unless it is your turn to talk.
3. Children and pets are not allowed to be present in the hearing. If you have small children, you must make arrangements for someone else to care for them.
4. If there are technical difficulties or misconduct by any of the participants, the Chairperson may terminate the proceeding, or alternatively, mute or disconnect the offending participant in order to maintain the appropriate decorum for the hearing.