

Tenth District Court of Appeals

Tips for Using Zoom Webinar

The Tenth District Court of Appeals is utilizing Zoom Webinar to conduct oral arguments remotely. Zoom is a cloud-based meeting platform providing video and audio connectivity between participants across multiple platforms, including computers, tablets, and phones.

Remote oral arguments on Zoom Webinar will be conducted as they are in the courtroom. First, participants will check in with the bailiff. Then, the bailiff will open court and the presiding judge will invite parties to present their arguments. Pursuant to Loc.R. 11(A), each party will be allowed 15 minutes for oral argument, unless otherwise ordered by the court, and the presiding judge will assist with keeping time during oral argument. Finally, the judges will appear on video in their robes; the bailiff will be present, but not on video.

Oral Arguments for Nonparticipants

Remote oral arguments remain open to the public and press. To attend a remote oral argument as a nonparticipant, please go to the following YouTube link [here](#). Oral arguments will be streamed live on YouTube. It may take a few minutes after the scheduled beginning of oral argument for the live video feed to appear on the Court's YouTube page. If you have any questions, please contact the Court at 614-525-3580.

Registering as a Participant for Oral Arguments on Zoom:

Persons who will be arguing may obtain remote oral argument information by either:

- Referring to the "Journal Entry Notice of Remote Oral Argument" which can be found by signing into your account in the Franklin County Electronic Filing System and going to the Notification button on the left of the screen; or
- Contacting the Court's front office at 614-525-3580 or Court Administrator [Doug Eaton](#) or Deputy Court Administrator [Cindy Sgalla](#).

If you do not have a device capable of using Zoom, please contact the Court at 614-525-3580. Please note, only arguing counsel of record and self-represented parties are permitted to join the remote oral argument on Zoom. All nonparticipants (including non-arguing co-counsel) must attend via the YouTube link above.

Downloading Zoom and Joining Oral Argument via Zoom Webinar:

1. Download Zoom by clicking on the link corresponding with your device platform:
 - a. [Windows/Mac](#) (download & install Zoom Client for Meetings);
 - b. [iOS](#);
 - c. [Android](#).
2. Use the link provided by the Court to join the Webinar. When you use the link on your device, you may initially see the internet browser and be asked "Open this page in 'Zoom'?" You should select "Open."

3. Once Zoom opens, you will be asked whether to "Join with Video" or "Join without Video." Please select "Join with Video." You will then be connected to oral argument on Zoom Webinar. You may then see a pop-up prompt asking you to choose audio conference options. You should select "Join with Computer/Internet Audio," which will connect audio from your device rather than calling a phone number to hear audio.
4. You will be placed into a waiting room until the oral argument is ready to begin.

Quick Tips for Using Zoom:

- For a YouTube video explaining how to configure audio and video settings in Zoom, please click the following: <https://youtu.be/-s76QHshQnY>
- A quick start guide for new Zoom users can be found at the following: <https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>
- Prior to the date of the remote oral argument, it is recommended to run a Zoom test meeting in order to ensure that you are able to properly connect to your device's audio and video inputs. To join a Zoom test meeting in order to test your settings, including your video and audio settings, please follow the instructions located here: <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting>
- If you are using an external camera and/or microphone, plug them in before opening the Zoom application.
- Remember to mute your microphone when you are not actively speaking in order to minimize audio disruptions to the other participants. You can mute your audio by clicking the microphone icon (in the lower left corner of the desktop application).
- Provide adequate lighting (ideally positioned behind the camera) in order to reduce shadows and improve your visibility.
- It is recommended to have a plain background in order to minimize visual distractions and disruption. The Court does not recommend using a virtual background.

Technical Difficulties:

In the event that you are unable to connect to oral argument via Zoom due to technical difficulties, please join the hearing by calling the number provided by the Court in your registration email. If you continue to have difficulty connecting to the oral argument, please call the Court at 614-525-3580. If you experience technical difficulties during oral argument, you may call the bailiff's cell phone, which will be provided by the bailiff once the parties have connected to oral argument.

Finally, if you have any questions about using Zoom for oral argument, please contact the Court at 614-525-3580.