



Zoom Instructions for Participants

The Court of Appeal, Third Appellate District, may conduct all or portions of its oral argument calendar session by video conference using Zoom for Government (Zoom).

Minimum Connection Requirements

To connect to Zoom, participants should have a laptop or other computer with a webcam; a web browser such as Chrome, Firefox, Safari, or Microsoft Edge; a broadband Internet connection; and the ability to connect to the audio portion of the meeting through your computer audio or separate phone line. Additional requirements and information can be found on the Zoom website: <https://www.zoomgov.com/>.

Invitation:

You will receive an email from the calendar clerk providing a link to participate in the video oral argument. You will need to use the link to join the video oral argument.

Expectations

Video oral arguments will be public court proceedings. Participants in oral argument will be recorded and audio live streamed. Appropriate and professional courtroom attire and demeanor are expected.

Check-in On the Day of Argument

The Court will open the Zoom video oral argument feed 30 minutes before the start of the first oral argument of the morning or afternoon session to permit you to check in with the Court. After checking in with the bailiff, please “mute” your camera and microphone until your case is called. If you do not mute your camera and microphone, the bailiff will mute your camera and microphone until your case is called.

BEFORE Oral Argument Day

- Download and Install the **Zoom App**: <https://www.zoomgov.com/download>.
 - You may also use the web client.
 - You do not need to sign up for your own Zoom account.
- Select a quiet space (such as a personal office) where you will be presenting your arguments to the Court.
- Zoom recommends a wired ethernet connection; if that is not available to you, make sure you have access to stable Wi-Fi.
- Test your webcam and microphone to ensure that you can be seen and heard clearly and that your background and lighting are appropriate.

Day of Oral Argument

- There will be separate Zoom sessions for the morning and afternoon calendars. You will only need to attend the Zoom session that corresponds to the time that your case is scheduled.
- All self-represented individuals and attorneys participating in oral argument are expected to join the Zoom session and check in with the Court before the calendar is scheduled to begin, even if your case is not the first called.
- Join the Zoom session by clicking the link in your emailed invitation.
- Click “Open with App,” which will launch the meeting in the Zoom app.
- Check-in with the bailiff, who (after confirming your attendance) will ask you to “mute” your camera and microphone (if you have not already done so) until your case is called.
- When it is time for the oral argument of your case, the bailiff will confirm you are still on the Zoom session and ask you to “unmute” your camera and microphone.
- By default, you should be able to view the courtroom and the justices.
- After your case has concluded, you may leave the Zoom session.

Oral Argument Sequence of Events

When it is time for the oral argument of your case, the sequence of events will be as follows:

1. The bailiff will start the recording after confirming the remote participants have joined and are unmuted.
2. The panel of justices will enter the courtroom and the Presiding Justice or Acting Presiding Justice will call the case, welcome the participants, and ask for their appearances for the record.
3. The Presiding Justice or Acting Presiding Justice will inquire if appellant wishes to reserve rebuttal time, ask the participants to keep track of their oral argument time, and then invite the first participant to present their argument.
4. The participant presenting argument must confirm that their camera and microphone are not muted; all other participants must mute their camera and microphone. The timer and all participating justices should be visible on the screen. If that is not the case, confirm that you are in “Gallery View” and not “Speaker View.”
5. The bailiff will start the timer and the first participant will present their argument.
6. The justices may ask questions of the arguing participant. When the participant’s time is up, the participant must mute their camera and microphone. If the participant does not mute their camera and microphone, the bailiff will mute the participant’s camera and microphone.
7. Each subsequent participant will follow steps 6-8 until the last argument has been presented.
8. The Presiding Justice or Acting Presiding Justice will submit the case or take other appropriate action.
9. The participants for the case may then leave the Zoom session.
10. The bailiff will pause the recording.
11. Steps 1-11 will repeat until all cases have been heard.
12. Once all cases with remote appearances have been called, the bailiff will stop the recording and close the Zoom session.

Audio & Video Problems

- If you experience technical problems during oral argument, the Court will try to assist you. The timer will be paused if any audio or video problems arise. If your bandwidth is insufficient, Zoom will limit your video. If you mute your own video, you may regain the video for the justices and other participants. **Audio is essential for oral argument, but video is not.**
- If you are using a computer headset, make sure it is plugged in before joining Zoom.
- During oral argument, if you have a problem or concern, contact the bailiff by calling them at: (916) 653-5808.

Additional Tips for Video Oral Argument Best Practices

- Keep an eye on the timer, just as you would in the courtroom.
- Mute yourself when you are not talking to prevent background noise.
- Silence any other phones, devices, radios, televisions, or distractions in the background that may be heard.
- Be conscious of your background. Position yourself in front of a plain wall, free of any decor or other obstructions. You may use a virtual background that is professionally appropriate.
- The best placement for your webcam is at your eye level and about an arm's length away from yourself.
- Look directly into the camera when speaking, not at the screen.
- Avoid solid white, bright red, striped, checkered, and plaid outfits as these may cause problems with your webcam's color balance, auto-exposure, or auto-focus.
- Avoid backlighting; make sure windows, lamps, and other light sources are not directly behind you. Test your position to ensure that there are no undesirable shadows and that there is not too much light.
- Pause slightly before speaking, in case there is any lag in audio or video. Also, pause occasionally during your oral argument presentation in case the justices have questions.
- If you are sitting, use a hard-back, non-swiveling chair. You may sit during your presentation; there is no need to stand unless you wish to do so. If you stand, remain in one place.
- Turn off all non-essential software and applications on your computer before joining the meeting.
- If you are using a laptop, make sure it is plugged in so you do not disconnect due to a drained battery.
- Make sure that your computer has been updated before the test so that it will not restart or go into hibernation mode during the Court session.
- Avoid using your Internet connection for other purposes during the session. For example, downloading software updates or streaming video content from the Internet, even to a different device, can potentially impact the quality of your connection.
- There are numerous guides online that provide additional tips to help you, including:
 - How to Look Better on Video Calls (video):
<https://www.youtube.com/watch?v=6rUhmh0TThE&feature=youtu.be>
 - Look Better on Video Calls with These Easy Lighting Tips (video):
<https://youtu.be/rGcAM1CNEU0>