

ZOOM HEARING INVITATION INSTRUCTIONS

PLEASE DO THE FOLLOWING

1. If you have or have access to a smart phone or computer, you can download the Zoom app (if you don't already have it) or use the web browser for the Zoom page: ZOOM.US
2. Note – NO ZOOM ACCOUNT IS REQUIRED. You may use another person's phone or computer to appear via Zoom.
3. Click on the link in the email invitation you have received.

IF YOU ARE NOT ABLE TO MAKE THAT WORK, Do the following:

4. The meeting ID is listed in the invitation. Use the "Join Meeting" from the Zoom app or web browser and input the meeting ID number.
5. Once you have joined the meeting, you will be put in the waiting room until the Judge brings you into the meeting.
6. If possible, please change your display name to your name. If you cannot do so, the Judge will bring you into the meeting to identify you and then put you back in the waiting room.
7. **Please watch your screen so that you know when your case is called.**

IF YOU DO NOT HAVE A SMART PHONE OR ACCESS TO A TABLET OR COMPUTER, DO THIS:

Call the telephone number listed and enter the meeting ID. You will be put in the waiting room and all other instructions above will apply.

THE COURT STRONGLY PREFERS YOU APPEAR ON VIDEO VIA ZOOM. PLEASE PRACTICE TO MAKE SURE BOTH YOUR VIDEO AND AUDIO WORK. CALL DISTRICT COURT TO BE ADDED TO THE DOCKET.

Coffey County District Court contact number: 620-364-8628