

CASA KANE COUNTY

Virtual Court Hearing Guidelines

Update Display Name Prior to the Hearing:

1. Sign into Zoom
2. Click on "Profile" on the left side, or click on the photo or photo icon in the right top corner
3. Click "Edit" which is located to the right of your name
4. Enter "CASA GAL" and your first name and last initial in the Display Name area. It should look like this: CASA GAL John A.
5. Click "Save"
6. Now click on the link to the hearing and you will be logged in using your CASA GAL display name

DISPLAY NAMES CANNOT BE CHANGED WHILE IN THE WAITING ROOM

It is important to modify as instructed above prior to clicking the link to the hearing.

Update Display Name While in the Hearing:

1. Click on the three dots next to your name in your square
2. Select "Rename"
3. Enter CASA GAL and your first name and last initial in the Display Name area. It should look like this: CASA GAL John A.

OR

1. Click on "Participants", then your name
2. Click on "More", then select "Rename"
3. Enter CASA GAL and your first name and last initial in the Display Name area. It should look like this: CASA GAL John A.

THINGS YOU MUST DO:



1. Dress and act Professionally
 - a. No sunglasses/hats/tank tops
 - b. Have good posture, be attentive
2. Attend the hearing from a private room
3. Sign in 10 minutes before the start time
4. Leave your camera ON at all times
5. Turn your microphone OFF/mute yourself
6. Stay seated
7. Minimize interaction with pets

THINGS YOU MUST NOT DO:



1. Attend court from a vehicle
2. Speak or interact with anyone in your vicinity - hearings are confidential, and you should be in a private location
3. Eat, drink or chew gum
4. Get up and walk around
5. Record the hearing
6. Do not multitask
7. Do not replace professionalism with comfort