

# CASA KANE COUNTY

## Virtual Court Hearing Guidelines

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### Update Display Name Prior to the Hearing:

- Sign into Zoom
- Click on “Profile” on the left side, or click on the photo or photo icon in the right top corner
- Click “Edit”, located to the right of your name
- Enter your Display Name using this format: CASA/GAL John A.
- Click “Save”

### IMPORTANT

You must be signed out of any other Zoom accounts and logged into the account that includes your correct Display Name. Do not just close the browser window of the Zoom account. Sign out / Log out completely.

**DISPLAY NAMES CANNOT BE CHANGED WHILE IN THE WAITING ROOM.**

It is important to modify prior to clicking the link to the hearing

### DO...



- Update your Display Name
- Dress and act professionally
- Sit upright (do not attend lying down or in a reclining position)
- Attend from a private room
- Sign in 10 minutes before the start time
- Leave your camera on at all times unless the court is on a break - turn yours off when others turn theirs off
- Mute your microphone
- Be attentive
- Minimize interactions with pets

### DO NOT...



- Have any background effect (no virtual or blurred backgrounds)
- Attend court from a vehicle
- Speak or interact with anyone in your vicinity - you should be in a private area
- Eat, drink or chew gum
- Get up and walk around
- Record the hearing
- Appear to be working or paying attention to another screen
- Wear unprofessional clothing such as sunglasses, hats, tank tops, shirts with graphics, etc.