

**** IF YOU ARE REPRESENTED BY COUNSEL AND YOUR ATTORNEY APPEARS VIA ZOOM,
YOU SHOULD APPEAR BY ZOOM ALSO.
IF YOUR ATTORNEY APPEARS IN PERSON, YOU SHOULD ALSO APPEAR IN PERSON****

HONORABLE JENNIFER M. KELLY

ZOOM INSTRUCTIONS

To participate in the hearing, you must connect to the Court's Zoom conference room. Below are the instructions for connecting from a smartphone, tablet, telephone, personal computer, or polycom system. **PROPER ATTIRE AND CONDUCT ARE REQUIRED, JUST AS IF YOU WERE PRESENT IN THE COURTROOM.**

- 1. Smartphone or Tablet** – This option requires an Apple or Android device and an Internet connection or wireless signal. First, download the Zoom app in the Apple Store or Play Store, launch the app, tap “Join a Meeting”, enter the meeting ID in the Meeting ID field (973 505 6965) then enter your first and last name in the “Personal Link name” field. In the join options: turn off “Don’t connect to audio,” and under “Turn off my video” – turn on if audio only, turn off if participating by video. Ensure that your device has the microphone (audio) and camera (video) turned on. Next, tap “Join”. In the prompt, “to hear others please join audio”, select “call using Internet audio”.
- 2. Telephone (audio only)** – Call 646-876-9923 and enter Meeting ID 973 505 6965. **PC’s and Laptops** – This option requires an Internet connection. Go to www.zoom.us. Click “Join a Meeting”. Enter the meeting ID (973 505 6965). Follow the download instructions. Select Computer Audio (connect with the computer’s microphone) or Phone Call (connect by separately calling on a telephone).
- 3. Polycom Systems** – From a Polycom and other H323 Systems, dial 162.255.37.11##973 505 6965 to connect to the hearing.
- 4. Evidentiary Hearings** - If your matter is scheduled for an evidentiary hearing it is your responsibility to provide these instructions to each of your witnesses.
- 5. Waiting Room** - For all participants, after you sign in you will be kept in a virtual waiting room until your case is called.