

# Zoom Reference Guide for Arraignment Participants

## How to Access your Video Appearance:

- **Download the Zoom application** to a device (i.e. PC, \*laptop, tablet, smartphone) that has **audio and video capabilities** from their website at <https://zoom.us/download>. \*Chromebooks do not fully support all Zoom features. Please join your video appearance using another device, if possible.
- **When creating your Zoom account, you must use your first and last name so the court can positively identify you.** If you have an existing Zoom account you must rename your account in order to participate.  
**Changing Your Profile Name in Zoom:**
  - **PC: Sign in to your Zoom account.** Click **Profile**. Click **Edit** to the right of the photo field. Enter your first and last name. Select **Save Changes**.
  - **Smartphone: Open your Zoom app.** Click **Settings** on the bottom right corner of your screen. Tap **Profile** on the top of your screen. Select **Display Name**. Enter your first and last name. Tap **OK**.
- **To appear in Court, you must obtain the Zoom meeting link by following the directions below:**
  - Go to [WWW.SACCOURT.CA.GOV](http://WWW.SACCOURT.CA.GOV).
  - Click **ONLINE SERVICES** on a PC or  on a smartphone and then click **ONLINE SERVICES**. Select **LOOK UP YOUR TRAFFIC CITATION**.
  - Select the **SEARCH BY CASE NUMBER** from the **SEARCH LINKS** menu (recommended). Alternatively, you may search for your case using another option.
  - Enter your **CASE NUMBER** and **DATE OF BIRTH** and click **SEARCH**.

### Search Links

- ▶ Search by Driver License
- ▶ Search by Citation Number
- ▶ **Search by Case Number**
- ▶ Search by XREF



- When you see your case, click **VIEW**.
- Your **ZOOM LINK** will appear in red font **BELOW THE CASE INFORMATION** section on the case details page.
- Click the **CLICK HERE** hyperlink to appear in Court.

To appear in Department 81 on the date of your hearing via Zoom [CLICK HERE](#)

- **Please note:** The Zoom link will be uploaded to your case the evening prior to your scheduled court date to allow time for you to locate the link. To appear in court, please click on the link at your scheduled time.
- **When you initially join the Zoom meeting, you will be placed in the waiting room. You will be admitted into the courtroom when the judge calls your case.** Please be patient as there may be other parties ahead of you.
- If you are unable to access the link, please email [TrafficVideoArraignment@saccourt.ca.gov](mailto:TrafficVideoArraignment@saccourt.ca.gov).

## Video Appearance Etiquette:

- **Prior to your appearance:**
  - **Please test your Zoom application** and familiarize yourself with meeting controls by accessing a test meeting at: <https://zoom.us/test>. Additionally, **Zoom tutorials** can be found at: <https://support.zoom.us>.
  - **Make sure to check your device and internet connection** to ensure that they are working.
- **During your appearance:**
  - **Join the meeting on time** from a quiet location with no distractions and minimal background noise.
  - **Please be stationary during your appearance** as movement may cause connection and sound issues.
- **To avoid a delay in your hearing:**
  - **Make sure to connect to audio and video** in Zoom immediately when you see the Judge.
  - **You must be prepared to show your picture ID.**
- Make sure your surroundings and clothing are appropriate for the formal court environment.

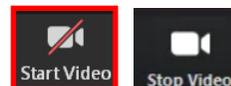
## How to Connect Your Audio / Video in Zoom:

- **Audio:** To connect to audio, click the **Join Audio** or **Unmute** icon on the bottom of your screen. If the **Join Audio** icon is selected on a smartphone, choose the **Call over Internet** option to connect.



*\*When muted there will be a visible slash through the icon\**

- **Video:** To connect your video, select the **Start Video** icon to the right of the microphone.



*\*When stopped there will be a visible slash through the icon\**

## How to Join / Leave a Breakout Room:

- **Join:** To finalize your court appearance, the Judge will assign you to a breakout room. When prompted, click **Join**. If you don't see a **Join** button:
  - (1) On a computer, just click the breakout room icon.
  - (2) On a smartphone, tap on your screen to see the menu options and then click the breakout room icon.



- **Leave:** You can leave the breakout room and return to the main meeting at any time, or you can leave the meeting entirely. Click **Leave**:
  - Choose **Leave Meeting** to leave the meeting entirely.
  - Choose **Leave Breakout Room** or **Return to Main Session** to return to the virtual courtroom.