# ZOOM REFERENCE GUIDE
# FOR TRAFFIC HEARINGS AND APPEARANCES PARTICIPANTS

## HOW TO ACCESS THE VIRTUAL PUBLIC COUNTER

**Download the free Zoom application** to a Device (e.g. smartphone, PC, tablet) that has audio and video Capabilities from their website at https://zoom.us/download or from your device's app store.

**Chromebooks do not fully support all Zoom features. Please join the meeting using another device, if possible.**

Please note: Zoom tutorials can be found on YouTube and at https://support.zoom.us.

**When creating your Zoom account, you must use your first and last name so the court can identify you.** If you have an existing Zoom account with another name, you must rename your account in order to participate.

**CHANGING YOUR PROFILE NAME IN ZOOM:**
**COMPUTER:** Sign in to your Zoom account, Click Profile. Choose Edit to the right of the photo field. Enter your first and last name. Select Save Changes.

**SMARTPHONE/TABLET:** Open your Zoom app. Click Settings on the bottom right corner of your screen. Tap on your email address on the top of your screen. Select Display Name. Enter your first and last name. Tap OK.
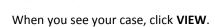
## HOW TO APPEAR IN COURT

To appear in Court, you must obtain the Zoom meeting link by following the directions below:

- Go to http://WWW.SACCOURT.CA.GOV
- Click **ONLINE SERVICES** on a PC or [icon] 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 for your case by Driver License
▸ Search for your case by Citation Number
▸ Search for your case by Case Number
▸ Search for your case by XREF Number

Search By Case Number - Traffic
Case Number *
Date of Birth (mm/dd/yyyy) *
Month (mm)  Day (dd)  Year (yyyy)
🔍 Search

- 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.

**TECHNICAL ISSUES:**
If you experience issues accessing the Zoom link, email the applicable address below for assistance.
Arraignments: TrafficVideoArraignment@saccourt.ca.gov
Trials: TrafficVideoTrial@saccourt.ca.gov
Motions: TrafficVideoMotion@saccourt.ca.gov
Post Sentencing: TrafficVideoPostSentencing@saccourt.ca.gov
Parking Appeals: TrafficVideoParkingAppeal@saccourt.ca.gov
Vehicle Post Storage: TrafficVideoPostStorage@saccourt.ca.gov

## 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 AUDIO AND VIDEO

**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.

[Join Audio icon] [Unmute icon] [Mute icon]  Audio Connected ←

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

**VIDEO:** To connect your video, click the Start Video icon on the bottom of your screen.

[Start Video icon] [Stop Video icon]  Video Connected ←

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

## HOW TO JOIN TO A BREAKOUT ROOM

Join: The Clerk will assign you to a breakout room. When prompted, click the blue Join button. If you don't see a Join button:

[The host is inviting you to join Breakout Room: Breakout Room 1  Join  Later]  [Breakout Rooms icon]

**On a computer,** click the breakout room icon.

**On a smartphone,** tap on your screen to see the menu options and then click the breakout room icon.
Leave: To leave the breakout room, click Leave and select Leave Meeting to leave the meeting entirely. If you select leave breakout room, you'll be returned to the main meeting.

[Leave Meeting]