



THE LAW OFFICE OF
JUAN C. MARTINEZ
LLC

Instrucciones para Zoom

- 1) Busca el número de su sala de corte y presione “Inicio” / “Start”.

zoom

Twelfth Judicial Circuit Zoom Calls ([help](#))
[Illinois Courts - Additional Resources for Remote Proceedings](#)
[Click to see dial-in telephone numbers](#)
Effective 1/1/2020

SCAM ALERT!
The Court's Office is aware of a scam in which persons contact individuals through the Chat feature on Zoom during virtual court proceedings. These persons ask for money in exchange for various services and do not provide the services. Some of these people claim to be attorneys or pretrial officers. The scammer may sound convincing and use real information about you or others and the associated court case. That neither the Court nor the Clerk will ever direct anyone to submit payment of any kind with Apple Pay, Facebook Messenger, PayPal, Samsung Pay, Venmo, Zelle, or any similar electronic payment service. If court fines or fees are owed, they can only be paid in person at the Clerk's office, by mail, or electronically through the Clerk's website at www.circuitclerkofillinois.com

Hosts - please log into the zoom app before launching a meeting from this page.

Judge	Room	Meeting ID	Passcode	Start/Join
Gavlin	101 Traffic	894 6980 0471	330599	Start
Pavich	201 Local Misdemeanor	812 7162 5837	705986	Start
DeWitt	202 First Appearance	842 6980 3846	372707	Start
Tisdale	301 Misdemeanor Last Name L-Q	816 9064 9182	977457	Start
Hale	302 Misdemeanor Last Name F-K	890 4977 2599	558816	Start
Safford	303 Misdemeanor Last Name A-E	826 5481 3895	482474	Start
Ewanic	304 Misdemeanor Last Name R-Z	833 4805 9939	377524	Start
Harvey	401 Criminal Felony/Mental Health	833 4802 4363	723236	Start

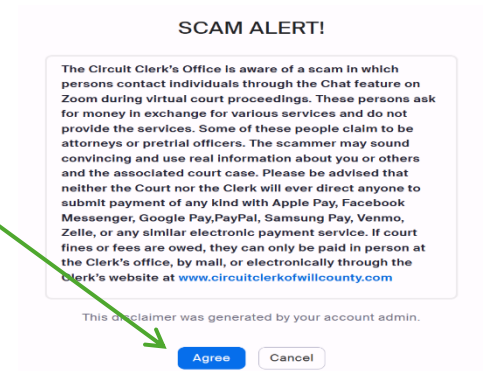
- 2) Haz clic en “Unirse desde el navegador” / “Join from browser”.

Join meeting

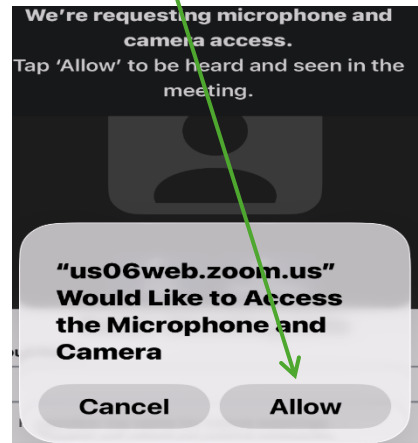
[Join from Zoom Workplace app](#)

[Join from browser](#)

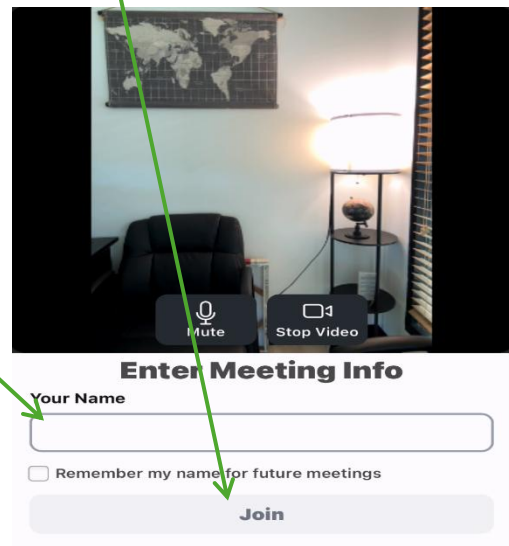
3) Haz clic en “Aceptar” / “Agree”.



4) Si está usando su celular tiene que dejar utiliza su cámara y su micrófono. Haz clic en “permitir” / “Allow”.



5) Escribe su nombre “Your Name” y luego presione en unirse “Join”.



6) Asegurece de estar en un lugar tranquilo con buena señal.

7) Asegurece que su cámara esté encendida.

8) Mantenga el micrófono en silencio, y este atento cuando le llamen por su nombre para luego desactivar el silencio.



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CÓMO USAR ZOOM

Instrucciones sencillas para unirse a una reunión desde un teléfono, tableta o computadora

	Antes de la reunion:
1)	Cargue su dispositivo. Asegúrese de que su cámara, micrófono y altavoces funcionen correctamente y de contar con una conexión estable a internet. Busque un lugar tranquilo, bien iluminado y sin distracciones. Vístase de manera apropiada, como si estuviera frente al juez.
2)	Abra la invitación de la reunión: Abra la invitación enviada por nuestra oficina. Busque el número de la sala que le corresponde y haga clic en "Start" (Iniciar).
3)	Permita que Zoom se abra: Si decide no descargar la aplicación de Zoom, simplemente haga clic en "Join from browser" (Unirse desde el navegador).
4)	Alerta de fraude (Scam Alert): La siguiente pantalla mostrará una Alerta de Fraude (Scam Alert). Asegúrese de hacer clic en "Agree" (Aceptar) para continuar.
5)	Si está usando su teléfono celular: Cuando Zoom solicite acceso al micrófono y a la cámara, haga clic en "Allow" (Permitir)
6)	Si está usando una computadora: Escriba su nombre completo y haga clic en "Join" (Unirse).
7)	Cámara y micrófono: Mantenga su cámara encendida en todo momento. Mantenga su micrófono apagado hasta que llamen su nombre.
8)	Durante la reunion: Permanezca atento en todo momento. Mire hacia la cámara cuando hable. Hable con voz fuerte y clara cuando le dirijan la palabra. Nunca interrumpa ni hable encima de otra persona.
9)	Salir de la reunion: Cuando termine la audiencia, haga clic en "Leave" (Salir) y después en "Leave Meeting" (Salir de la reunión).
10)	RECORDATORIO PARA LA CORTE: No conduzca mientras participa en zoom. Nunca grabe la audiencia. Conectese al menos 10 a 15 minutos antes de la hora proramada. Mantengase atento para cuando llamen su nombre.



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How to use Zoom for court

- 1) Find your court room number and press start.

zoom

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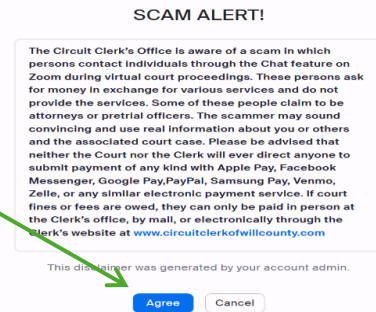
- 2) Next press "join from browser" unless you have the app and want to use it.

Join meeting

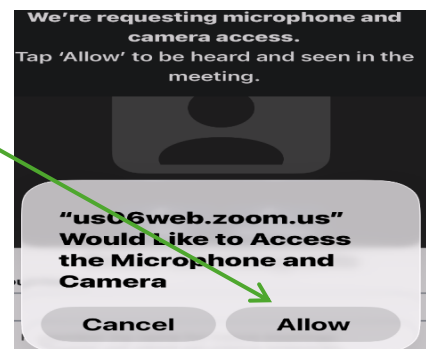
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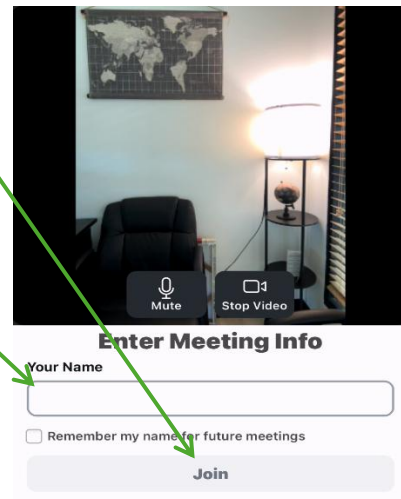
3) Next you must press “Agree” on the Scam Alert page.



4) Next you must press “Allow” so your Camera and Microphone can be accessed.



5) Enter your name and press join.



- 6) Make sure you are in a quiet area, with a good internet connection and no distractions. Never drive nor record while in a zoom meeting.
- 7) Always dress like you are standing in front of the judge. (no pajamas, no inappropriate shirts, but please have on a shirt)
- 8) Ensure that your camera is on.
- 9) You should keep your microphone muted but make sure you pay attention to when your name is called and unmute your microphone.



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HOW TO USE ZOOM

Simple instructions for joining a meeting from a phone, table, or computer.

	Before the meeting:
1)	Charge your device. Make sure you have a working camera, microphone, speaker, and a strong internet connection. Find a quiet, well-lit place where there are no distractions. Please be properly dressed as if you are standing in front of the judge.
2)	Open the meeting invitation: Open the invite from our office. Choose your room number and click start
3)	Allow zoom to open: If you choose not to download the app, just click "Join from browser".
4)	Scam Alert: Next page that opens is Scam Alert, make sure to click on "Agree"
5)	If you are using your cell phone: Click "allow" when it requests access to microphone and camera
6)	If you are using a computer: Enter your full name and click "Join".
7)	Camera and Microphone: Have your camera on at all times. Keep your microphone off until your name is called.
8)	During the meeting: Stay alert, look at the camera, speak loud and clear when spoken to. Never talk over anyone.
9)	Leave the meeting: When leaving the meeting, click leave, and then click Leave Meeting
10)	COURT REMINDER: Dress appropriately, do not drive while on zoom, never record hearing. Join at least 10-15 min early.

