

# Appearing in Court Virtually

## What You Need to Know

### Quick Reference Guide



Montana Fourth Judicial District  
 200 W Broadway St  
 Missoula, MT 59802-4292  
 Missoula Co. Clerk: (406) 258-4780  
 Mineral Co. Clerk: (406) 822-3538

Legend: Look for *Helpful Hints*      Bold Text = Action      Bracketed Text<> = button or link  
 Click=Select w/ Mouse or Touch Pad      Italicized Text = Object of Action      Single Quotes = Description

Step	Objective	Action
1	Joining your court event	<ol style="list-style-type: none"> <li>1. <b>Enter</b> the meeting information as instructed using the links, Meeting IDs, or telephone number provided.                             <ol style="list-style-type: none"> <li>a. If using the telephone, <b>dial</b> in the number, and <b>enter</b> the information (Meeting ID, Conference ID and passcode if applicable).</li> <li>b. If using the Zoom Application or Zoom website, <b>click</b> on the link or <b>enter</b> your Meeting ID and/or Password.</li> <li>c. If using Teams Application, <b>click</b> on the link.</li> </ol> </li> <li>2. Wait to be admitted to the courtroom.</li> <li>3. This is virtual court and courtroom decorum is expected at all times.</li> <li>4. All remote court proceedings are recorded, you are on the record both verbally and by video if you access the proceedings via your computer.</li> <li>5. If you require an interpreter, please request one upon joining the meeting.</li> <li>6. Once you have joined the meeting, you will be greeted and your identifying information will be updated to include both your phone number and your name for participation purposes.</li> <li>7. You will be muted when entering the courtroom.</li> <li>8. You should remain muted at all times, with your video off once in the courtroom, unless the Judge asks you questions.</li> <li>9. You may be moved to a breakout room to confer with your attorney, if you are represented by one.</li> <li>10. If you are disconnected or asked to hang up, when you call back in, you will be renamed by the facilitator.</li> </ol>
2	Best practices for appearing in court virtually	<ol style="list-style-type: none"> <li>1. Make sure your device or phone is fully charged.</li> <li>2. If you join the proceedings using video, video should be turned off unless conferring with attorney or directly speaking with the Judge.</li> <li>3. Select a location that is relatively quiet and manageable.</li> <li>4. If using the application, know how to mute and unmute. If using the telephone, press *6 to mute and unmute.</li> <li>5. If using the Zoom application from a smart phone, by default only the current speaker is visible. Swipe left to display gallery view.</li> </ol>

For additional information, please contact the local clerk's office in the county where you are scheduled to appear.