

# Setting Up and Conducting a Remote Proceeding Checklist

**Please note** that the links in this document may not work if you are using Google Chrome. To view online with full functionality, either switch to our HTML version or to another internet browser. We apologize for the inconvenience.

This checklist identifies the process for setting up and conducting a remote court proceeding using the Zoom videoconferencing service (“Zoom”). A Zoom proceeding is referred to as a “meeting,” and this checklist is intended to guide the meeting’s host. The host of the meeting is able to control participants and manage the meeting space; SCAO suggests that a court employee other than the judge act as the meeting’s host. If the judge wants to be the host, he or she can make a court employee a co-host, who will be able to control the meeting as if he or she was the host. ([Detailed information](#) on host and co-host). The term “host” as used throughout this checklist includes co-hosts. For a comprehensive guide to using Zoom for remote proceedings, see the [Virtual Courtroom Resource Center](#). Before setting up and conducting a remote proceeding, the host should be familiar with the following nonexhaustive list of settings and [in-meeting controls](#).

## Settings and In-Meeting Controls

- It is recommended that you **do not** enable the “join before host” setting.
- It is recommended that you enable waiting rooms so the host can put participants in the waiting room and admit participants from the waiting room. ([Detailed instructions](#).)
- If using Zoom to record you should enable cloud recording to comply with the [Michigan Trial Court Standards for Courtroom Technology](#). ([Detailed instructions](#).)
- Enabling breakout rooms ([detailed instructions](#)), and managing breakout rooms ([detailed instructions](#)).
- Mute and unmute participants.
- Separate the participants list from the meeting window.
- Understand the “raise hand” and “lower hand” function.
- Change views between speaker and gallery.
- Leave meeting or end meeting for all.
- Control chat functions.
- Start and stop the participant’s video stream of the meeting.
- Make a participant a host or co-host.
- Control whether participants can record (recommended that recording is limited to the host only).
- Rename the participant.
- Play an enter/exit chime.
- Lock the meeting.
- Control screen sharing (recommend).
- Remove the participant. If you remove a participant, they may not be able to rejoin the meeting.

- Schedule the proceeding(s) using either a unique Zoom Meeting ([detailed instructions](#)), or a Personal Meeting Room ([detailed instructions](#)).
  - The person scheduling the meeting must have that privilege under the account settings.
- Send notice to all the proceeding participants; share the Zoom Meeting ID or Personal Meeting Room ID (or personal link) and all relevant case information. ([Detailed instructions](#).) Note that publicly sharing the Meeting ID may result in unintended consequences.<sup>1</sup>
  - Instructions on inviting participants, either for a scheduled meeting or during a meeting, from Zoom are available [here](#).
  - Participants can connect to the meeting using a Polycom system, desktop or laptop computer, Apple or Android tablet or phone, or by phone call only.
- Sign into your Zoom account and check your default settings to make sure they are set appropriately for your proceeding(s).
- Test the audio and video before holding the meeting. ([Detailed instructions](#).)
- Start the meeting in Zoom and verify that all participants are connected.
- Start recording—either with Zoom or your courtroom system.
  - If you are recording with Zoom, select the record option from the control bar to start the cloud recording.
- Ensure a process is in place to provide public access to the proceeding, and take all necessary steps to provide access.
  - If using a YouTube channel, start the livestream to your YouTube channel. Click “more” in the meeting controls, and then click “live on YouTube.” ([Detailed instructions](#) from SCAO, including how to set up a YouTube channel, and livestreaming [instructions](#) from Zoom.)
  - Consider adding a “Do Not Record” watermark to any livestream. ([Detailed instructions](#) for YouTube).
- Open court and begin the formal part of the hearing. Assist in complying with logging standards by:
  - verbally stating the case number and title;
  - verbally stating the start time of the hearing;
  - requiring each participant to spell their name; and
  - reminding participants to speak slowly, clearly, and one at a time. See the [Virtual Courtroom Standards and Guidelines](#).
- Conduct the hearing. Remain cognizant of maintaining order and decorum. Throughout the hearing, the host will use the in-meeting controls to manage the logistics of the hearing (for example, mute and unmute participants, bring participants in from the waiting room, and manage chat messages if you elect to enable that feature).
- State the time at the end of the hearing.

---

<sup>1</sup>See, e.g., the FBI’s [warning](#) about video-teleconferencing hijacking also known as Zoom-bombing.

- If using a Personal Meeting Room, participants should leave the meeting when the relevant proceeding is over; if using the schedule meeting function the host should end the meeting for all participants.
- If using a livestream to provide public access, stop the livestream. The streaming stops when you end the meeting, or you can use the meeting controls to manually end the livestream by selecting “More” then “Stop Live Stream.”
  - If using YouTube to livestream, determine whether to delete the recorded proceedings. See <https://info.courts.mi.gov/virtual-courtroom-info#FAQ-6> for more information about using YouTube livestreaming.
- Download a copy of the recording and store it using your existing storage tools. See the [Michigan Trial Court Standards for Courtroom Technology](#).

