



**AURORA MARTINEZ JONES**  
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### **INSTRUCTIONS FOR PARTICIPATING IN ZOOM HEARINGS**

- **If you do not have access to a smartphone or computer, please contact your attorney named in the attached order as soon as possible to make arrangements to use the Zoom room at the Travis County courthouse.** If your attorney's information is not attached, contact your CPS caseworker to get your attorney's information.
- You will be provided a Zoom link by your attorney, whose information is in the attached order. If your attorney's information is not attached, contact your CPS caseworker to get your attorney's information.
- You can access Zoom on a smartphone or computer. If using a smartphone, you can download the Zoom app. Whether you have the app or not, click the link provided by your attorney and it will take you directly to the hearing. If the link does not work, there should be a meeting ID and password that you can enter to access the hearing.
- It is highly suggested that you download the app and/or test Zoom with your attorney or another person prior to the day of the hearing, on the computer/phone that you will be using, so that you can ensure that your camera and microphone settings are correct, that you know how to join with audio and video, and that you are familiar with how to use Zoom.
- Make sure your display name is your first and last name.
- Please remember that, even though this hearing is being held remotely, it is still a court proceeding and all participants' behavior should be the same as if they were present in the courtroom. When you are on Zoom, the judge and the other participants will be able to see you via the camera on your phone/computer.
- Do not be lying in bed; you should be sitting or standing during the hearing and not walking around. It is helpful if you have the device on something stable like a counter or a table.
- DO NOT attempt to participate in your hearing while driving.
- Be dressed appropriately.
- Do not eat, drink, or smoke during the hearing.
- Keep yourself on mute until and unless you are asked to speak. This will help eliminate background noise for the judge and other participants. **It is the Court's expectation that your video will be on for the duration of the hearing if you are on a device capable of showing video.** Prior to joining the hearing, ensure that you

know how to turn your video on. Try to be in a place where the lighting is such that the judge and other parties are able to see you clearly.

- Please make best efforts to be alone in a quiet room with all doors shut during the hearing. Obviously, if your child is of an age where they need supervision, DO NOT leave your child alone during the hearing.
- It is suggested that you log in a few minutes prior to the hearing to ensure that you are on time, but be prepared to wait on hold for the hearing. This hold time could be up to an hour while the judge handles other cases set at the same time. Prior to logging into the hearing, ensure that your device is either fully charged or plugged into power.