

## **MDB Court Hearings using Zoom Video Meetings**

If invited to a Zoom video meeting by the court as a case participant, please use the following guidance to prepare for a successful Zoom meeting experience.

**Important:** No person or device, other than official electronic recorders employed by the Court, may record any court proceeding, whether conducted in court, on telephone, or by video conference, without the express permission of the presiding judge in a particular case or the Chief Judge of the United States Bankruptcy Court; and it is further ORDERED, for the sake of clarity, Local Bankruptcy Rule 5073-1 applies to all court proceedings whether conducted in court, by telephone, or by video conference. [See Administrative Order 20-07 addressing the prohibition against recording telephonic or video hearings](#)

If you would like to listen to a virtual hearing as a non-participant, please contact the appropriate Courtroom Deputy for hearing access information.

### **Hardware Requirement**

To join a Zoom video meeting, a participant will need a device with:

1. Web Camera
2. Microphone

### **Software - Zoom Application**

Desktop: Download and install the latest Zoom application at <https://zoom.us/download>.

Mobile: Download the Zoom mobile application from the Apple store (iPhone) or the Google Play Store (Android).

Browser: Zoom can also be run through an internet browser but offers limited functionality. Current supported browsers are Google Chrome, Mozilla Firefox, and Chromium Edge.

### **Zoom Account**

While it is recommended to create a Zoom Account so your name will appear on the video when you connect, a Zoom account is not necessary to join a meeting. Participants can join a meeting using the Zoom desktop or mobile application or browser by entering the provided meeting ID and password.

Note: If you would like to setup a free account, go to <https://zoom.us>.

### **Using Zoom**

New users of Zoom may find these Zoom guides and tutorials helpful:

[Quick Start Guide](#)

[Joining a Meeting](#)

[Testing Audio & Video](#)

[Gallery and Speaker View](#)

[Controlling Audio and Video](#)

## **Recommended Zoom settings**

Change the following settings before you join a Zoom meeting:

General:	Check (Turn on): Ask me to confirm when I leave a meeting
Video – My Video:	Uncheck (Turn off): Enable HD
Video – Meetings:	Check (Turn on): Always display participant names on their video
Video – Meetings:	Check (Turn on): Always show video preview dialog when joining a video meeting

## **Recommendations for the best possible Zoom experience**

1. Joining: Enter your first and last name when entering the meeting.
2. Microphone: Always mute the microphone when joining the meeting or not speaking.
3. Camera: Position yourself at eye level.
4. Sound: If the sound quality with built-in microphones and speakers are not good, use a headset.
5. Lighting: Ensure there is adequate lighting and avoid sitting with your back to a window.
6. Background: Avoid distracting virtual backgrounds. Be mindful of the area behind you, choose a neutral area if possible.
7. Other applications: Close any applications not needed to improve Zoom meeting performance.
8. Internet connection: If on a wireless connection, confirm the signal is strong. Limit the number of devices connected to Wi-Fi during your meeting (Smart TVs, streaming and gaming devices). Consider using a hard-wired connection.
9. Document sharing: For most meetings, a smartphone can be used. For meetings that will include document sharing, it is better to use a computer or laptop.

## **Before every Zoom video meeting**

1. Battery power: Avoid using battery power (laptops, etc.) or ensure there is sufficient battery power for the entire meeting.
2. Internet connection: Test your internet connection by joining a test Zoom meeting <https://zoom.us/test>
3. Location: If possible, move to a quiet location that is free of distractions. Turn off all other sounds (email alerts, text alerts, phone ringer, etc).

## **FAQs**

- **How do I get assistance using Zoom?**  
The court does not provide technical support for Zoom. Please contact the Zoom Help Center, your local IT support, or other online resources.
- **What happens if I lose internet connection during a hearing?**  
Please make a note of the Zoom phone number associated with the Zoom meeting. If you lose internet connectivity during the meeting, call in to the Zoom meeting using your phone.