

Using Zoom and Virtual Courtroom Resource Center

(Last updated: 10/09/2020)

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- [SCAO Virtual Courtroom Recommendations - High Level](#)
- [Recent Instructional Webinars on using Zoom](#)
- [Zoom Basic How-Tos](#)
- [Polycom Use with Zoom and Tips](#)
- [How to Setup Live Streaming using YouTube and integrating with Zoom](#)
- [YouTube Best Practice Settings and Managing Live/Recorded Video](#)
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- [Getting Support for Virtual Courtroom Activities](#)
- [Michigan Judicial Institute - Administrative Reference Materials](#)
- [From Zoom - Updated Privacy Statement](#)
- [From Zoom - Recent Message from CEO Addressing Questions](#)
- [For Frequently Asked Questions \(FAQs\), visit SCAO's Virtual Courtroom Resources](#)
- [Information to Share with Self-Represented Litigants or Public Participants to Virtual Hearings](#)

Recommendations on Using Zoom & Public Access for Court Proceedings

If you are not familiar with setup and basic use of Zoom, leverage the links, materials, and recorded webinars on this page to get started.

SCAO recommends courts have a designated court staff member join every meeting as Host, to control participants and manage the Zoom meeting space.

You should make setting changes for the default behavior of your Zoom meetings from the Zoom Web Portal (<https://zoom.us/profile/setting>) for your account.

Assuming you have a Host in every meeting, **we recommend the following options:**

- Do not enable "Join before host";
- Enable "Waiting room" and admit participants when the judge/room is ready;
- Make sure your Host staff member is familiar with the [in-meeting controls for managing participants](#).

Using Zoom to Record for the Court Reporter:

- Enable Cloud Recording (we don't recommend using the "Local recording" option);
- From Meeting Settings under Email Notification enable "When a cloud recording is available"; the email account you use to login to Zoom will receive a notification when Zoom finishes processing the recording of a meeting, and that email will include a link that you can share with your Court Reporter to allow them access to the recording files;
- Per revised [Michigan Trial Court Standards for Courtroom Technology](#), courts should download and store a copy/backup of the recording using existing storage tools.
- After the Host starts a meeting, the Host should select the Record option from the control bar to begin recording.

Public Access via Live Streaming – follow the instructions *****here***** to setup and enable YouTube Live Streaming from your Zoom meetings (initiated/controlled by a Host).

- Once you've successfully created a YouTube account and live streaming channel, email virtualcourtsupport@courts.mi.gov the following details in order for SCAO to list your channel from the One Court of Justice website
 - Judge's Name
 - Judge's Court(s)
 - the email address used to login to youtube/google
 - the YouTube Live Stream Channel link (url)
- Court Display now supports YouTube Channel ID. Courts can now link its Virtual Courtroom on its website, where visitors can access the court's YouTube page. (JIS courts only)
- Work with your current local court website administrator to post a link to your channel and a message regarding public availability of court proceedings via live streaming to your website;
- Consider adding a "Do Not Record" watermark ([link to example you can use](#)) to your live stream using the instructions *****here***** (use the option "entire video").
- YouTube automatically saves and makes available recordings of live streamed video; SCAO recommends that you manage these recordings appropriately after live streaming is completed (these recordings should not be considered an official court record). Please see our FAQ topic on this subject *****here*****.
- Youtube automatically enables a Live Chat feature when live streaming; your court should be aware of the settings to control or disable this feature, please see YouTube support on this topic *****here*****.