

Orphans' Court Virtual Hearings using Zoom

A hearing has been scheduled in the Court of Common Pleas, Orphans' Court Division. Due to the ongoing public health emergency and the Judicial Emergency declared by the First Judicial District, this hearing will be held remotely using Zoom.

Please take some time to familiarize yourself with Zoom and the suggestions below before attending the scheduled hearing.

- Zoom is a video conferencing tool that can be accessed on the web with a computer, mobile phone, or other video capable device. Before the hearing date, please visit <https://support.zoom.us> to access the Zoom Help Center for information on getting started.
- When preparing for the court hearing, choose a quiet, well lit area where you will be able to sit for the duration of the hearing. You should dress in appropriate clothing that you would wear if physically going into a courtroom.
- It is recommended that you sign on **at least 10 minutes** before the hearing time. After clicking on the hearing link provided to you, you will enter a Waiting Room until someone from court staff admits you into the meeting. At this stage you will not yet be able to interact, but be sure to pay attention to the chat section where a message may come through to you from court staff.
- After you are admitted to the virtual courtroom, a member of court staff will assist all participants with temporarily revising your Zoom information so that your full name and role in the hearing is identified. Please follow all instructions given by court staff.
- Once the virtual courtroom has been readied and the Judge and all court staff have arrived, the hearing will be called to order. **To avoid noise disruptions, please remain on mute unless you are speaking.** If you have not been called to testify but wish to speak, please raise your hand and court staff will address you at an appropriate time in order to avoid interrupting the proceedings.
- A court reporter will be present at the hearing. **Please speak slowly and clearly.** Before testifying, a member of court staff will swear you in and request that you spell your name for the record. The official record for the hearing shall be made by the court reporter and no other recordings are permitted.
- E-mail court staff if you run into a problem with connecting. If a technology issue disrupts the proceeding, you will be contacted with further steps. It is important that your name, phone number, and e-mail address has been provided to court staff for this reason.

Thank you for taking the time to help ensure a smooth virtual courtroom experience for all parties involved. Please contact court staff before the scheduled hearing with any questions.