

Court Zoom Instructions

The following instructions are for Akron Municipal Small Claims Court but can generally be applied to other courts as well.

Zoom Account and Software

1. Participants: If you do not already have a Zoom account, set one up at <https://zoom.us> (<https://zoom.us/>). A paid Zoom account is not necessary for any interaction with the court. Attendees do not need a Zoom account.
2. Log into <https://zoom.us/profile> (<https://zoom.us/profile>) and set your name, phone and email. Including a photo will help identify you when connecting. Attendees do not need a Zoom profile or to provide any identity information.
3. Install the latest Zoom Client for Meetings at <https://zoom.us/download> (<https://zoom.us/download>). Although Zoom can be used in a browser only, it is not suitable for participating with the court. The full Zoom client is required for best functionality and best experience with the system. Attendees may use the browser version of Zoom, but it is limited.
4. Always keep your software up to date! The Zoom Client automatically update itself upon launching the software, but you can also update it manually (<https://support.zoom.us/hc/en-us/articles/201362233-Where-Do-I-Download-The-Latest-Version->).

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Settings

Zoom has a lot of settings, and as the Zoom system evolves, certain aspects or features may change.

Below are a few settings recommended by the court to improve your video conference.

- General: Ask me to confirm when I leave a meeting: ON (*Helps prevent unintended departures*)
- Video: Enable HD: OFF (*Helps prevent poor video performance, and usually looks just as good as HD*)
- Video: Always display participant names on their video: ON
- Video: Always show video preview dialog when joining a video meeting: ON (*Final check before your video displays to others*)

Learning

The court will likely use only the audio and video functionality of Zoom. Other functions such as text chat, screen sharing, etc., will likely be disabled for your session, and you need only learn the basics of observing or participating in a Zoom Webinar by audio or video.

Consult the following sources to learn how to select the correct audio and video source, how to mute/unmute your audio, and how to Start/Stop your video:

1. Video: <https://support.zoom.us/hc/en-us/sections/200521865-Video>
(<https://support.zoom.us/hc/en-us/sections/200521865-Video>)
2. Audio: <https://support.zoom.us/hc/en-us/sections/200319096-Audio>
(<https://support.zoom.us/hc/en-us/sections/200319096-Audio>)
3. Learn how to easy mute/unmute with Push to talk:
<https://support.zoom.us/hc/en-us/articles/360000510003-Push-to-Talk>
(<https://support.zoom.us/hc/en-us/articles/360000510003-Push-to-Talk>)
4. Hot Keys and Keyboard Shortcuts to start/stop video, mute, etc.:
<https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboard-Shortcuts-for-Zoom>
(<https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboard-Shortcuts-for-Zoom>)

Recommendations

1. Mute your phone, and mute all sounds from all other applications (email notifications, chat messaging, etc.).
2. Avoid using a mobile device if possible. Although tablets (iPads) and smartphones can be used, they are very limited, and the performance is inferior.
3. Avoid using battery power only (laptops, etc.). Plug into a good power source while in a Zoom meeting.
4. Avoid using an open microphone and speakers, such as those that are built-into laptops or a webcams. Using a good quality headset (headphones with mic) will often help ensure you can be heard, and can hear others with maximum quality.
5. Avoid noisy and echoing locations. Use of a headset will improve audio quality when this is unavoidable.
6. Avoid distracting real or virtual backgrounds. Suitable example: [ZoomGrey01.jpg](https://www.cand.uscourts.gov/wp-content/uploads/2020/04/ZoomGrey01.jpg)
(<https://www.cand.uscourts.gov/wp-content/uploads/2020/04/ZoomGrey01.jpg>)
7. Avoid poor camera positioning (if possible). Try to frame yourself so you take up most the screen, at eye level.
8. Avoid using WiFi if possible. Connection via a hard-wire Ethernet cable will always be faster and more reliable than WiFi. If you must use WiFi, make sure you're in close range.
9. Avoid running any unnecessary applications besides Zoom, to conserve your computer's processing power and networking.
10. For home networks, if possible, avoid sharing your internet service with others during the session.

Before Every Court Session using Zoom

1. Connect your device to power.
2. Make sure your internet connection is good:
<https://www.pcworld.com/article/2048594/how-to-test-your-home-internet-speed.html>

(<https://www.pcworld.com/article/2048594/how-to-test-your-home-internet-speed.html>)

3. Test your video.
4. Test your audio.
5. Turn off all audio disruptions (phones, messaging alerts, email alerts, etc.)
6. Run a quick test to connect with another Zoom user, or use the Zoom test: <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting> (<https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>)>



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The Akron Municipal Court serves the cities of Akron and Fairlawn; the townships of Bath, Richfield and Springfield; the Villages of Lakemore and Richfield; and that part of Mogadore in Summit County, Ohio.

Address

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[FORMS \(/FORMS-RULES/\)](#) >

Hours

COURTROOM HOURS
MON – FRI: 8:00 AM – 4:00 PM
SAT: 8:00 AM – 12:00PM
(ARRAIGNMENT ONLY)
SUN: CLOSED

CLERK – PARKING & CIVIL DIVISION
MON – FRI: 8:00 AM – 4:30 PM
SAT – SUN: CLOSED

CLERK – CRIMINAL & TRAFFIC DIVISION
MON – SUN: 24/7

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