



Provincial Offences Court Services

Zoom Link is posted at: <https://fortfrances.ca/town/administration-finance/provincial-offences-administration>

QUICK GUIDE FOR ZOOM HEARINGS

PURPOSE

This document provides instructions on attending a court proceeding by audio and video using Zoom, a web-based video conferencing solution, and provides best practices for your reference. Please note the Town of Fort Frances Court Services uses technologies and processes to ensure remote hearings are secure.

PREPARING FOR YOUR ZOOM HEARING

In advance of your court date, download the Zoom app for your device (available for free at <https://zoom.us/download> or in the app store for your device). Zoom is easier to use through the dedicated app than through the web browser. The web version works best on Google Chrome, Mozilla Firefox and Chromium Edge. As noted above, it is recommended that you use a desktop or laptop computer, but tablets and smartphones can also be used.

- Test your internet connection by visiting <https://www.speedtest.net/>
- Familiarize yourself with the app and test it on your device by joining a test meeting at <https://zoom.us/test>
- If you do not have access to these technologies, refer to the call-in option section included in your notice.
- You are responsible for providing the meeting ID and passcode to your witnesses before the hearing and giving them instructions for joining the hearing.

ON THE DAY OF YOUR COURT PROCEEDING

Access information for your scheduled court proceeding has been provided by email or by paper notice. Before the listed start time, please check your internet connection and equipment to ensure your device functions properly and that it is fully charged. If you cannot join via video link due to technical difficulties, refer to the "Call-In Option" noted below.

Join Zoom Meeting

<https://zoom.us/j/6766742732?pwd=bWNiKzh1VVJ6Y0FGZWIKYXc2aGxydz09>

OR

Dial by telephone 855 703 8985 (Canada Toll-free)

Meeting ID: 676 674 2732#

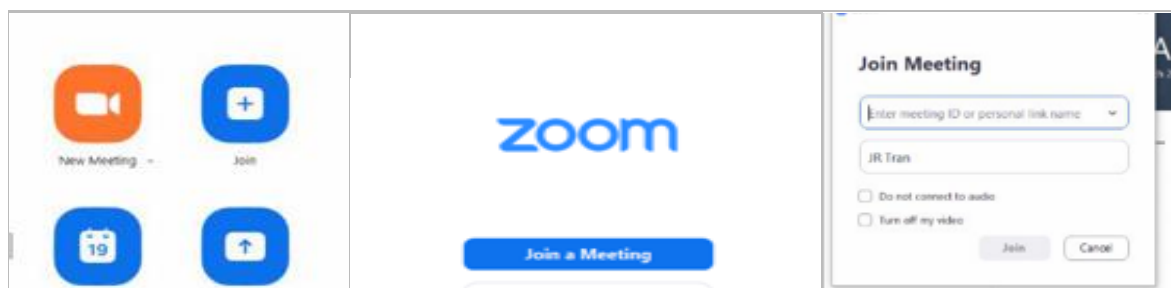
Participant: #

Passcode: 90210#

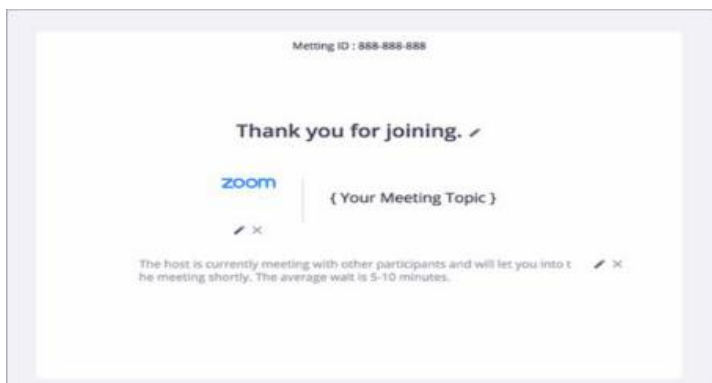
****IMPORTANT****

- Please find a quiet location.
- Dress as if you are attending an in-person proceeding in the courtroom.
- Close all programs not needed during the session and mute messaging and phone notifications.
- Connect to the court proceeding 10 minutes before your time stated on your notice.
- Join the remote hearing by clicking “Join the meeting” from zoom.us or Zoom Meeting application on your computer or smart device. Access information can be found on your notice.
- Please remain muted until it is your turn to speak.
- Follow the direction of the Justice of the Peace.
- The Justice of the Peace should be referred to as “Your Worship”.

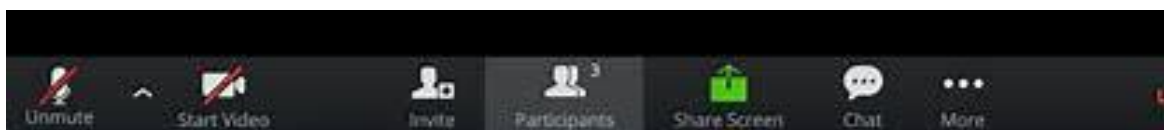
To sign in, type both your first and last name, which will be displayed on the screen to all participants.



Once you sign in, you will initially be placed in a virtual waiting room.



You can mute and unmute your microphone by pressing the ‘Mute’ or ‘Unmute’ icon. You can turn on and off your camera by pressing the camera icon.



DURING THE COURT PROCEEDING

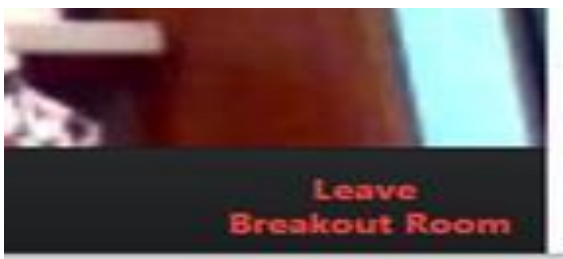
Please note: Recording, publishing, broadcasting, reproducing, photographing or otherwise disseminating the video, audio or any photograph of any remote hearing is prohibited. Unless authorized by the Justice of the Peace, participants shall not make any recording of the proceedings and shall not take photos or screen captures of the proceedings. It is an offence under section 136 of the Courts of Justice Act and may constitute contempt of court, to record, photograph, publish or broadcast court proceedings without the express permission of the presiding judicial official. Some proceedings may also have publication bans in effect, making it a criminal offence to publish or broadcast certain information that may be referred to during the court hearing.

**** EXHIBITS **** If there are documents (**Exhibits**) that you would like all participants to view, you will be required to submit the documents, by email to poa@fortfrances.ca at least **2 days** before your trial date.

Please include these details in your subject line: Court Documents-Trial date & time-Offence #- Name of defendant

Example: Court documents- April 1@10:30 -8393873F- Jane Doe

The Court may also assign participants to Zoom ‘breakout rooms’ for private sessions. You will need to accept the Court’s invitation to join the breakout room. The Court may also close the breakout room and return the participants to the main hearing room at the direction of the Justice of the Peace. To leave a breakout room and return to the court session, please hover your cursor over the screen bottom right and click on ‘Leave Breakout Room’.



If there is a recess or break in the proceeding, all parties will be moved from the meeting room to the waiting room. Once the court resumes, the clerk will admit you back into the meeting room. It is recommended that you do not end the Zoom virtual hearing during a break or recess. Please mute your audio and turn off your video for the length of the break.

To end your participation, click on ‘Leave Meeting’ at the bottom right of your screen.

CALL-IN OPTION

If you are not able to attend the remote hearing by video, you may join by calling in. Please note, the call-in option is not available if you are proceeding to trial and wish to present evidence. Joining by phone, you will not be able to see the other participants, and they will not be able to see you, but you will still be able to hear each other.

The notice or summons contains a dial-in number, a 10 digit access code/meeting ID and a 6 digit passcode. At least ten (10) minutes before the start of the scheduled court appearance, individuals are advised to call the number provided in the notice.

When prompted, enter the 10 digit access code or meeting room ID followed by #. When prompted for an attendee or participant number, press the pound sign (#) twice to continue.

If the hearing has not already started and the Clerk (host) has not yet joined, you should press # to wait for the Clerk (host). If the hearing has started, you will be prompted to enter your passcode, followed by #. You will be on hold until the Clerk (host) lets you into the meeting.

Once the host lets you into the meeting, you will join the hearing on mute. To unmute yourself when dialing in by phone, press *6. To indicate that you wish to speak, press *9, which will indicate that you have raised your hand.

CONTACT INFORMATION

If you have any questions or require any further information - please contact the Fort Frances Provincial Offences Administration Office at 807-274-1676.