ZOOM Instructions – You do not need a ZOOM account to participate.

Don't have internet access? You may join by telephone if you do not have internet access by calling: **1-346-248-7799.**

1, Download ZOOM application on your home PC or mobile device/smartphone via the internet at: https://zoom.us/

2. Click "Join a Meeting" in the ZOOM window

3. Enter the meeting ID number as identified above and your name as it appears on the notice.

4. Enter meeting PASSWORD – as identified above.

Preparation for a Hearing

1. Download the Zoom software application from https://zoom.us/ on your laptop, tablet or cell phone. The device should have a camera, microphone or speaker and internet ability.
2. Email all evidence or proof to prove your case to the court at jp7returns@tarrantcounty.com **no later than noon on the business day before your hearing.** For civil cases the evidence must be sent to the court and the opposing party (or their lawyers).
3. Email the evidence or proof by scanning or taking a photograph of it with your cell phone/ camera. Attach the evidence to an email and send to the court and opposing party (or their lawyers). Include your name and case number. Evidence generally consists of any documentation to prove your case as pictures, receipts, documents, etc....
4. 4. You may drop off evidence at the court if you do not have the proper technology to submit it via email.

What should expect on the hearing day?

1. When you first join, you will be assigned to a "waiting room". The Judge will admit you into the hearing when he is ready to hear your case.
2. The judge, clerk or prosecutor will ask if you can hear the court proceeding instructions and may ask you to respond.
3. You will see the picture or name of each person in your hearing on your screen. The first name or picture you see is the person who is speaking.
4. Your hearing is live and may be recorded. Everyone in the hearing can hear what you say. The hearing may even be open to the public.
5. The judge decides most cases at the end of the hearing. If you are scheduled for a pre-trial hearing, the prosecutor will discuss your case(s). Documents requiring a signature are handled electronically via email and will be sent and must be returned with the proper signatures.

Note: Plaintiff's failure to appear may result in a dismissal and the defendant's failure to appear may result in a judgment or result in a conviction. For criminal cases an arrest warrant may issue. Please be prepared to present evidence at the hearing.

VIDEO AND/OR AUDIO RECORDINGS ARE STRICTLY PROHIBITED UNLESS PERMISSIONS EXPRESSLY AND SPECIFICALLY HAVE BEEN GRANTED BY THE COURT.

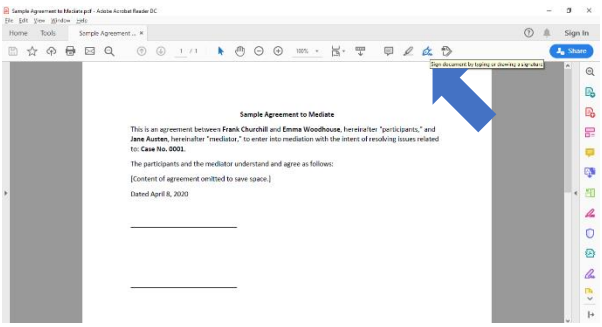
Formalizing Agreements in a Zoom Mediation

In a face-to-face mediation, agreements to mediate are the first order of business, and often that preliminary agreement is formalized by signing a paper form. Similarly, many face-to-face mediations that produce an agreement conclude with the signing of a written contract. But in online mediation, how can these agreements be formalized? We have decided to use the following:

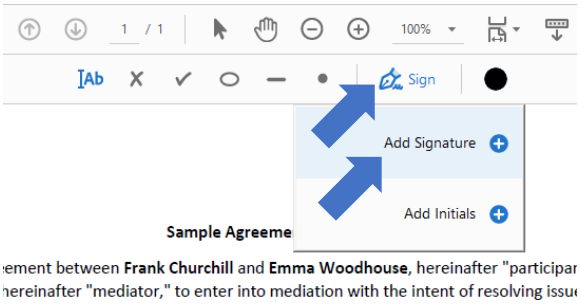
Formalize Agreement Via Email

To formalize agreements via email, ensure all participants are familiar with the technology to be used. Many participants are likely familiar with software that attaches digital signatures to PDFs, such as Adobe Acrobat, PDF Buddy, and others. Digital signatures take a variety of forms. It may be an image that mimics a handwritten signature, or it may be a digital signature certificate encoding the signature's attachment to the file. Alternatively, participants may prefer to print the agreement, sign a hard copy, and return the signed copy. All these options can be effective, provided the participants (and the mediator) know how to use the technology involved. This info sheet demonstrates how to sign and share an agreement to mediate using Adobe Acrobat Reader's signature function.

1. After preparing the text of the Agreement to Mediate. Save it as a PDF and open the PDF in Adobe Acrobat Reader.



2. Select Acrobat Reader's "Sign document" function on the right side of the upper toolbar. This opens the "Fill & Sign" toolbar.



3. On the "Fill & Sign" toolbar, click "Sign," then click, "Add Signature." This opens a window that enables you to create a signature by typing, drawing, or uploading an image. A typed signature is used for this demonstration.

4. Type your name next to the red arrow and click "Apply."

5. The window will close, returning you to the document to be signed. Your typed signature will attach wherever you click next, so navigate your curser to the location you want to sign and click once. Your signature is attached.

6. Save document and return to the email that was provided.