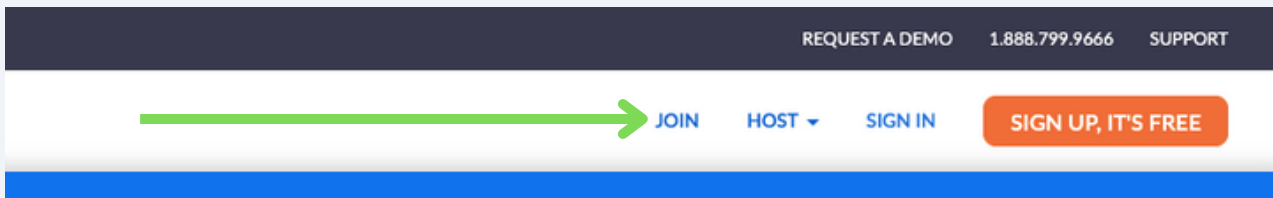2022

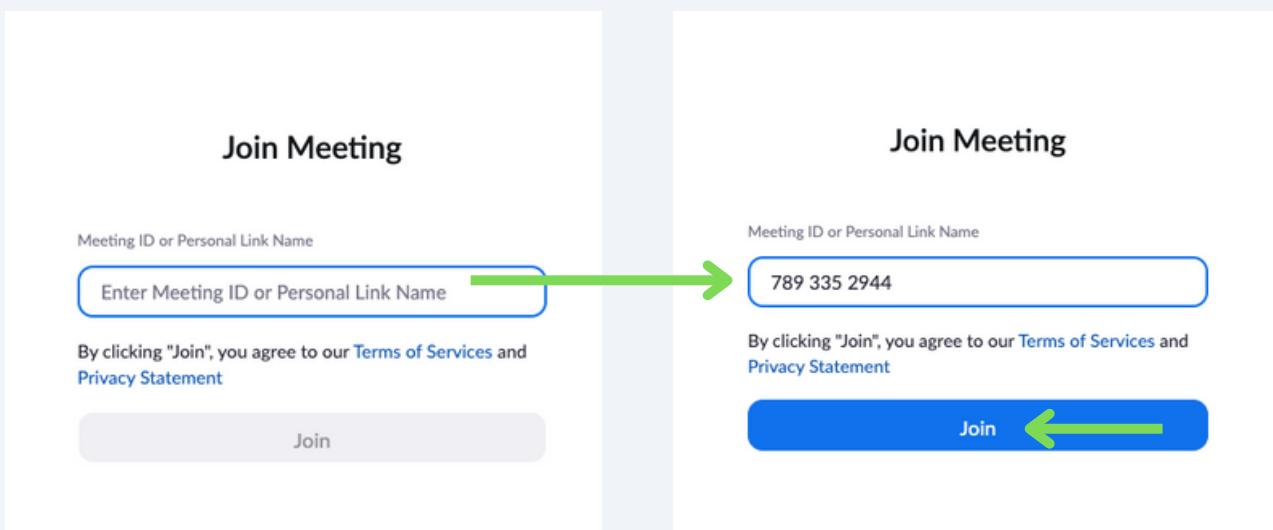# JEFFERSON COUNTY: EVICTION COURT GUIDE

zoom

REMINDERS:

- <u>Attend</u> your court date on Zoom or in person: Failure to attend court will result in a **judgment being entered against you**.
- Access Zoom via computer, tablet, smartphone, or phone call: date/time is on your paperwork.
- **Log in 10 minutes early** in case you are first on the docket.
- Download Zoom app* days **in advance** to avoid technical delays. (See page 9.)
- Don't have reliable phone/ computer? Missed your court date?
- Email:
- JeffCoEvictionsContact@kycourts.net
- Call Circuit Court Clerk's Civil Division: (502) 595-4475.
- Provide: Your Name, Phone Number, Case Number & Court Date.
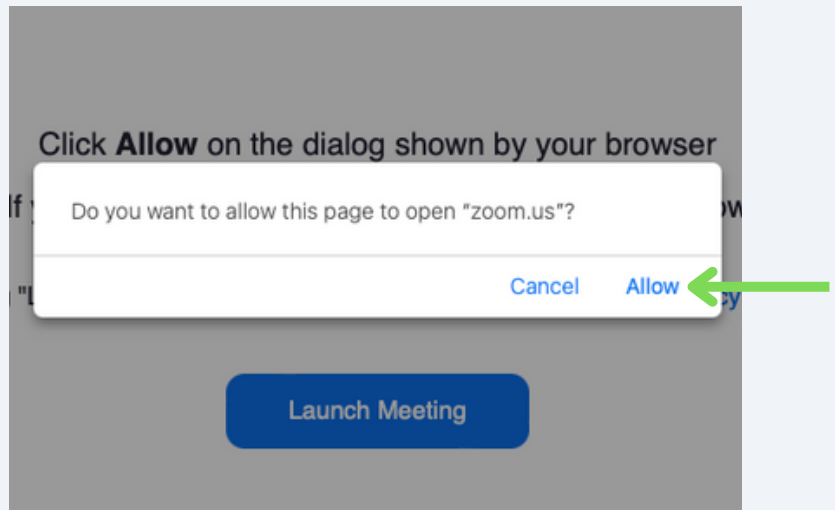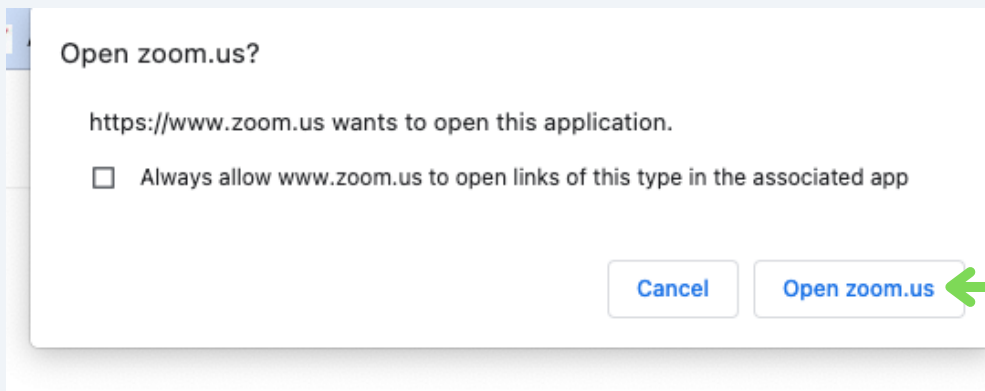
JOIN MEETING: COMPUTER

1. In your internet browser, type: **zoom.us**

2. In the top right corner, click **Join**

3. Type in the Zoom Meeting ID:
789 335 2944
Then click **Join**

4. A pop-up window will appear. The site is trying to open Zoom Meetings. The pop-up window will look like one of these:

Open zoom.us?

https://www.zoom.us wants to open this application.

☐ Always allow www.zoom.us to open links of this type in the associated app

Cancel   **Open zoom.us**

Click **Allow** on the dialog shown by your browser

Do you want to allow this page to open "zoom.us"?

Cancel   Allow

Launch Meeting

5. You have 2 options:
- Click **Open** or **Allow** in the pop-up window.
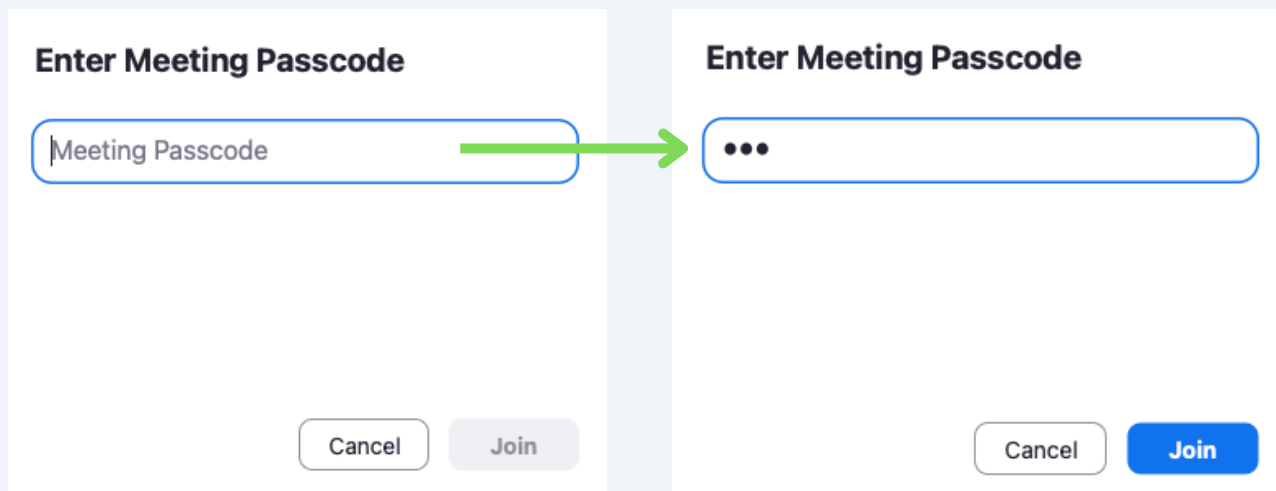- If nothing happens, Click **Launch Meeting**

Click **Open zoom.us** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

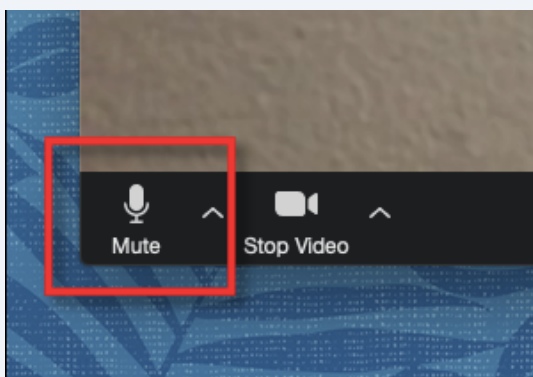By clicking "Launch Meeting", you agree to our Terms of Service and Privacy Statement

Launch Meeting

6. Enter the meeting passcode: **308**

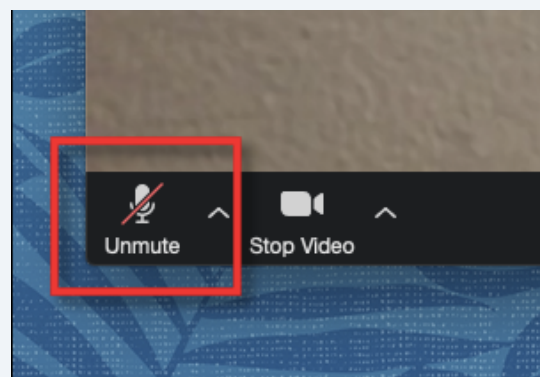| Enter Meeting Passcode		Enter Meeting Passcode
Meeting Passcode	→	•••
Cancel Join		Cancel **Join**

MUTE/UNMUTE: COMPUTER

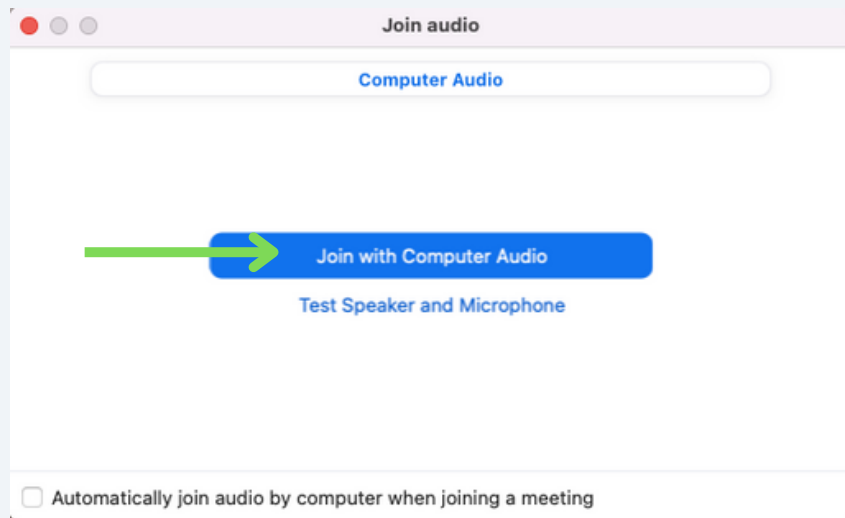1. Go to the bottom right corner of your zoom screen, click on the mic.

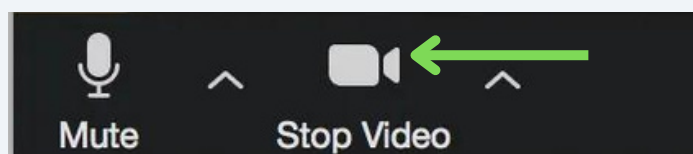2. When there is a red slash on the mic, you're muted.

ADDITIONAL TIPS

- After joining a meeting, a pop-up window will appear. Click **Join Audio**.

- To turn the camera on or off, click the camera icon at the bottom left corner of your screen.

- You do not need to have a webcam to use Zoom; you can use only audio if needed.

- To reduce echo, mute your mic when not speaking.
- Do not log into Zoom with 2 devices at once: it will cause audio issues.

TECH ISSUES?

- If the host hasn't started the meeting or if the host hasn't let you in yet, **please wait until you are let into the call.**
- If you are waiting **more than 5 minutes** to be let into the call, leave the meeting and **rejoin to reset**.
- If this process takes more than 5 minutes, please call the assistance number at the end of this guide.
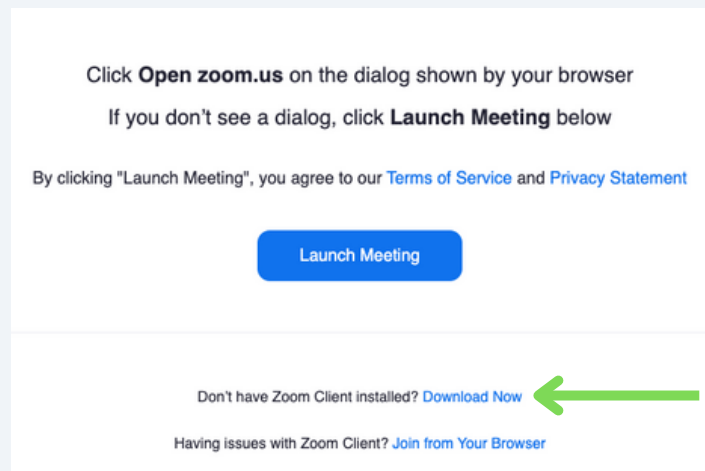
JOIN MEETING: PHONE CALL

1. Dial: **1-312-626-6799**
2. Meeting ID: **789 335 2944**
3. Password: **308**

MUTE/UNMUTE: PHONE

1. Press *6 (star; then 6) to mute yourself when you enter the call
2. Press *6 (star; then 6) to unmute yourself when your case gets called

DOWNLOAD THE ZOOM APP: COMPUTER

1. Zoom is free to download. Click the blue **Download now.**

2. Click **Open File** to start the download. Once Zoom is downloaded, see pg 3 of this guide.

- Video tutorial: bit.ly/youtubezoomguide
- Zoom related issues:
  - Call: 1.888.799.9666 extension 2
  - Visit: support.zoom.us/hc/en-us/sections/200305593-Troubleshooting

- Legal assistance:
  - Call Kentucky's Legal Aid Society:
    - (502) 584-1254
- Don't have reliable phone or computer? Missed your court date?
  - Email:
  - JeffCoEvictionsContact@kycourts.net
  - Call Circuit Court Clerk's Civil Division:
    - (502) 595-4475.
  - Provide: Your Name, Phone Number, Case Number & Court Date.