



Participant Instructions

Video Settlement Conferences

The Court may conduct remote settlement conferences using Microsoft Teams. When participating in a Teams video conference, please note the following instructions:

- The attorney of record will receive an email sent to the email that is listed on the docket of the case. The attorney must open the email upon receipt and follow these instructions step by step in order to access the proceeding. It is incumbent on the party to connect to the hearing in advance of the scheduled time to make certain that their connection works properly.
- It is not necessary to have a Microsoft Teams account to participate in a Teams video conference meeting. Participants may join via web browser without downloading or installing any software. Note: Participants should join the meeting via a desktop or laptop computer.
- The remote settlement conference configuration will simulate an in-person conference. There will be a main meeting (room) where all participants will discuss the matter with the judge. In addition to the main meeting, there will be an additional meeting for the plaintiff where the plaintiff and the judge will participate and an additional meeting for the defendant, where the defendant and the judge will participate.
- **Persons granted remote access to proceedings are reminded of the general prohibition against photographing, recording, and rebroadcasting of court proceedings.**

Follow the steps below to join the conference call as a participant:

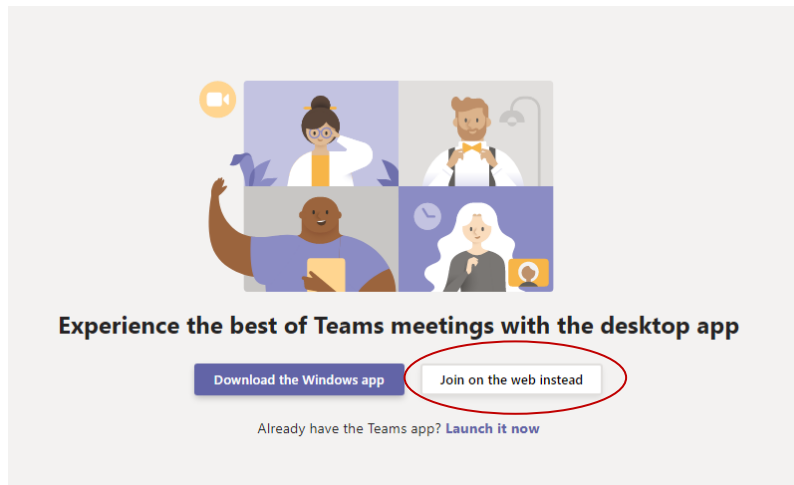
Step 1: Open the Invitation Web Links

- The attorney of record will receive two invitations for the meeting via email.
- One invitation is for the Main Conference Meeting (Room) where all participants will be invited and present.
- A second invitation will be for a breakout room occupied by each party. The plaintiff will receive an invitation to the Plaintiff's Meeting Room and the defendant will receive an invitation to the Defendant's Meeting Room.
- Open the Main Meeting Room invitation and select "Join Microsoft Teams Meeting."

[Join Microsoft Teams Meeting](#)

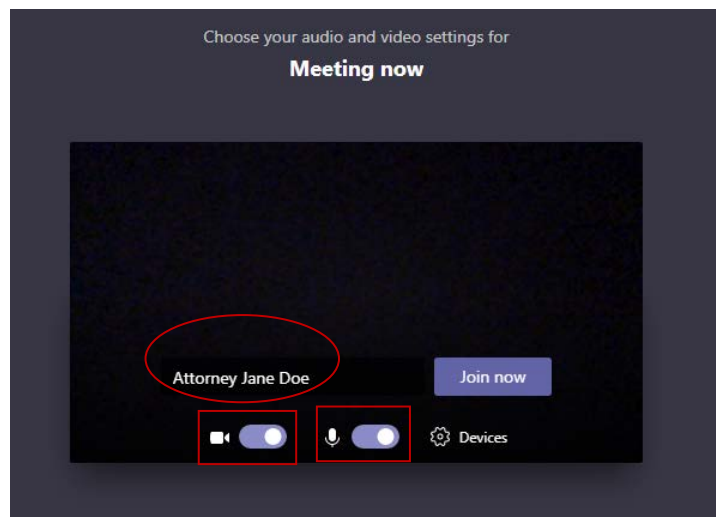
Step 2: Join the Meeting via the Web Browser

- The Teams page will appear. Select the option to “Join on the web instead.”



Step 3: Choose Audio and Video Settings

- The Teams meeting entry page will appear.
- Type in your name in the space provided.
- To enable video, move the button to the right of the video camera icon to the right. Once enabled, your image will appear on the screen.
- To unmute your microphone, move the button to the right of the microphone icon to the right.

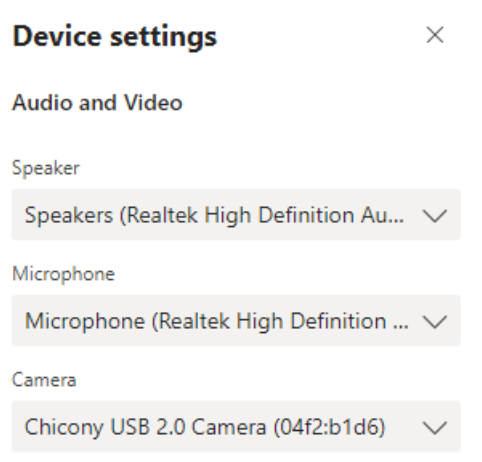


How to Adjust Video and Microphone Settings

- Prior to joining the meeting, check the audio and video camera settings.
- Click on “Devices” next to the microphone icon.



- The audio and video device settings will appear.
- Select the drop-down menu next to speaker, microphone, or camera to change the settings to another source if needed.



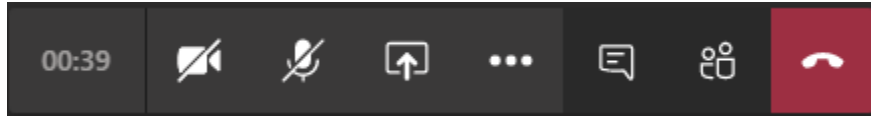
Step 4: Enter the Main Meeting

- Click on “Join Now” to join the main meeting with all parties and the judge.



How to Adjust Settings During the Meeting

- After joining the meeting, a menu bar will appear at the bottom of the screen. When the mouse is inactive, the menu will disappear. Move the mouse to reactivate visibility of the menu.

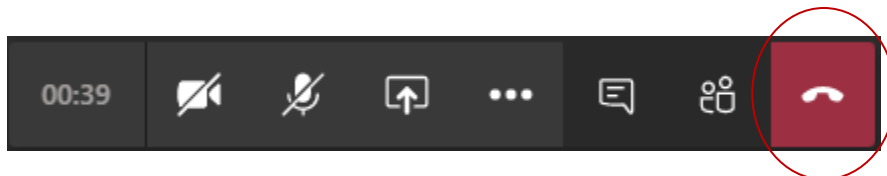


- During the meeting, click on the video camera icon to enable or disable video.
- Click on the microphone icon to mute or unmute your microphone.
- To chat with participants, click on the chat icon.
- To view participants, click on the participant icon.



Step 5: Join the Breakout Room Meeting

- At the conclusion of the main conference with all participants, hang up and join the breakout room meeting by clicking on the link in the second email invitation.
- To hang up, click on the phone receiver icon surrounded by red on the menu bar at the bottom of the screen.

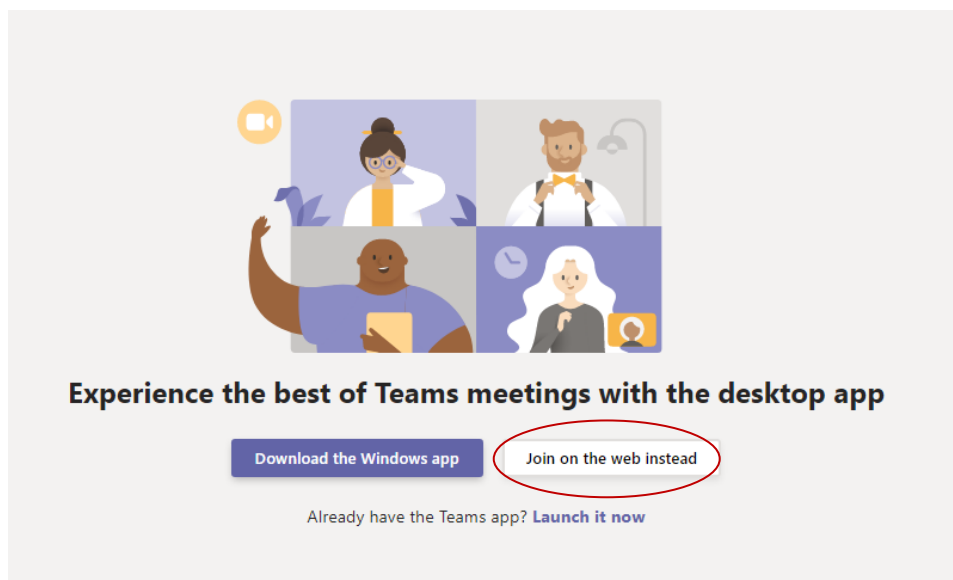


How to Join the Breakout Meeting

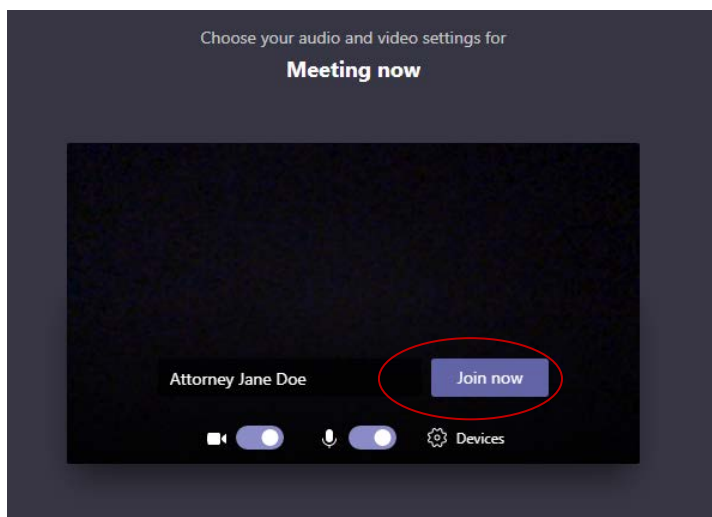
- Click on the weblink in the second email invitation for the breakout room meeting for plaintiff or defendant as applicable. This is a separate meeting for the plaintiff or defendant to meet and discuss the matter with the judge.
- Click on the link in the invitation to “Join Microsoft Teams Meeting.”

Join Microsoft Teams Meeting

- Select the option to “Join on the web instead” to access the meeting.

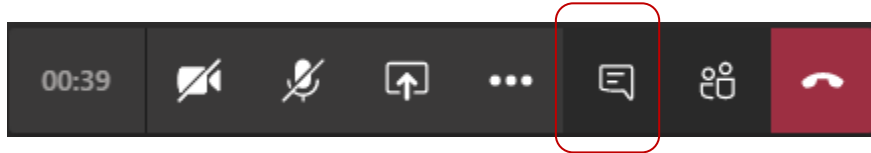


- Choose audio and video settings and select “Join Now”

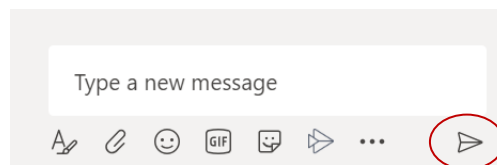


How to Contact the Judge

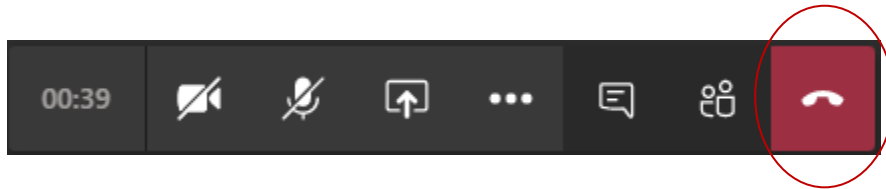
- To contact the judge while in a breakout room and the judge is in another breakout room, click on the chat icon to send a message.



- Type a message in the chat box that appears in the bottom right corner and click on the arrow to send.

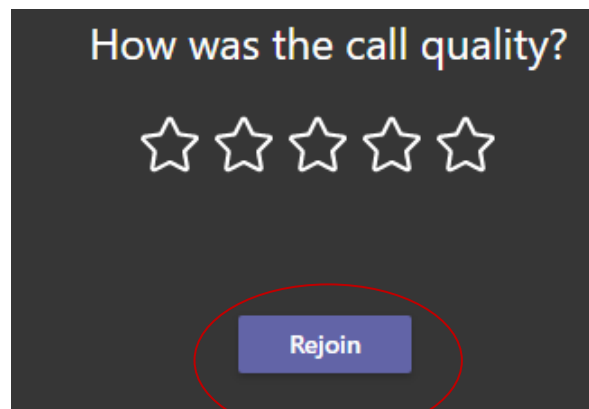


- At the conclusion of the meeting, hang up. To hang up, click on the phone receiver icon.
- Rejoin the main conference.



How to Rejoin the Main Conference

- To rejoin the Main conference with all parties, return to the internet window where the meeting was held and click on "Rejoin" or go the meeting invitation and click on the weblink.



Step 6: End the Meeting

- At the conclusion of the meeting, click on the phone receiver icon to exit the meeting.

