



Michigan Court of Appeals—Case Call Oral Arguments Using Zoom

The Michigan Court of Appeals is using a Zoom webinar to conduct COA Case Call Oral Arguments.

Note: a Zoom webinar is slightly different than a Zoom meeting. In a webinar, you must register for the webinar before you can join. When you join you will be in the role of an “attendee” able to view and hear the webinar, but unable to be seen or heard until you are “promoted” to a “panelist” role in the webinar.

Court Policy

- The oral argument webinar is a court proceeding and therefore an extension of the courtroom; appropriate conduct and attire is required.
- The court has the right to terminate oral arguments if the video or audio is not acceptable.
- The judge(s) has power over the proceeding and the participants as in an actual courtroom.

Your Technical Responsibilities to Prepare for COA Oral Argument Using Zoom

- The Court will not provide time during the oral argument webinar to troubleshoot technical issues.
- Use a good LAN, Wi-Fi, or LTE connection to ensure a quality call.
- Take time before your oral argument to become familiar with the Zoom controls.
- Test your device’s microphone and speaker controls before your oral argument.
- Directions for testing your device and network can be found at <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video>
- If you are having technical issues with your equipment, review the Zoom training and support materials at the Zoom Help Center: <https://support.zoom.us/hc/en-us>
- You are responsible for any cellular carrier charges for your mobile data use.

Getting Started with Zoom

- Select the computer or portable device that you plan to use to attend the oral argument webinar using Zoom.
- Download the required Zoom software or app, depending on your device.

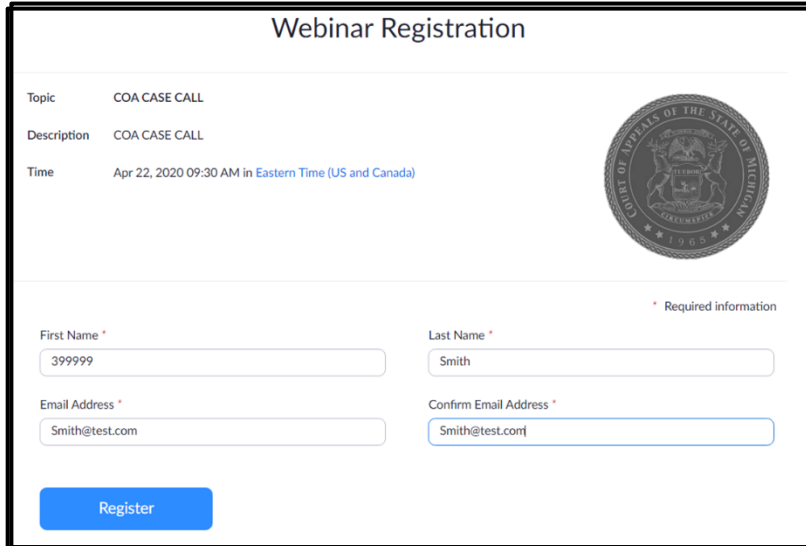
What to Expect Before the COA Oral Argument Webinar

Email Invitation

- Email invitations will be sent from Jerry Zimmer, Chief Clerk. The subject will be: COA Oral Argument Invitation
- Reminder emails will be sent from Jerry Zimmer, Chief Clerk, before the oral argument. The subject will be: Reminder - COA Oral Argument

Webinar Registration

- You may register any time before your COA oral argument date.
- In the emailed invitation, click the URL registration link.
A Webinar Registration page will display.



The screenshot shows a "Webinar Registration" form. At the top, it displays the topic "COA CASE CALL", the description "COA CASE CALL", and the time "Apr 22, 2020 09:30 AM in Eastern Time (US and Canada)". To the right is the seal of the Court of Appeals of the State of Michigan. Below this, there are four required fields: "First Name" (containing "399999"), "Last Name" (containing "Smith"), "Email Address" (containing "Smith@test.com"), and "Confirm Email Address" (containing "Smith@test.com"). A blue "Register" button is at the bottom left. A small asterisk and the text "Required information" are positioned above the form fields.

- In the **First Name** field, enter the CASE NUMBER(S)*. If you have more than one case number, please enter all case numbers with a space between each case number.
- In the **Last Name** field, enter your LAST NAME*.

***** IMPORTANT ***** The *First Name* and *Last Name* fields will combine (*399999 Smith*) to appear in Zoom to identify who you are and which case(s) you are presenting.

- In the **Email Address** field, please enter your email address.
- In the **Confirm Email Address** field, please enter your email address.
- To complete the registration, click **Register**.
- After you have registered, on the day of the oral argument webinar you may join the webinar by clicking the **Join Webinar in Progress** button.
- If you did not register in advance of your oral argument webinar date, you will need to register before you join the webinar in progress.

What to Expect on the Day of Case Call Oral Arguments

If you need assistance connecting, please call 517-373-0799 or email COAZoomHelp@courts.mi.gov.

Join the Webinar

You can join the Zoom webinar up to 10 minutes before the appointed time. Click the link in the email invitation or reminder from Jerry Zimmer, Chief Clerk. *(If you have not yet registered, see page 2 for registration information.)*

Initial View

Initially, you will join the COA oral argument webinar as an “attendee.” You will see a Court of Appeals image representing the virtual courtroom and the Courtroom Zoom host for this session. As an attendee, you are in *Listen & View Only* mode. This means that your own audio and video are automatically disabled, but you can see and hear the panel of judges when the session convenes. You will not have the opportunity to greet the panelists or interact with others who are currently participating in oral arguments. And, you will not be able to confirm that your own audio and video are working correctly at this point. Being an attendee is much like sitting in the physical courtroom waiting for your oral argument to begin.

In Session

When the oral argument session convenes, the host will begin the broadcast and the three judges on the bench will appear as panelists. As each case is called, attorneys for the case will be “promoted” from the attendee role to the “panelist” role by the host. If you join the oral argument session when it is already in progress, you can listen and view the oral arguments that are underway.

- You can switch between the active speaker view and the gallery view. Active Speaker is the default view. Gallery view is recommended so that your display includes all participants rather than just the active speaker.
- The Chat feature is disabled and unavailable.
- The Raise Hand feature is disabled and unavailable.

Presenting Oral Arguments

When you are called to present your oral argument and you are promoted to the role of panelist, your screen may refresh momentarily. Once you are promoted to the oral argument as a panelist, you must enable your audio and video.

- Use the Start/Stop Video controls to turn the camera on or off.
- Use the Mute/Unmute audio controls to mute or unmute your microphone.

At the end of your oral argument when the case is submitted, the host will return you to the role of an attendee. At that point, your audio and video are turned off by the host. However, you can continue to view the webinar as an attendee or you can choose to leave the meeting.

Leave the Meeting

When the oral argument session is complete, the host will end the webinar. To leave the meeting before it is complete, click the Leave Meeting button.

Recording

Audio from the Oral Argument webinar will be recorded and will be available on the COA website for the case.

Appendix A

Presentation Tips

- Develop familiarity with Zoom in advance of your oral argument. Test your equipment and connection, as detailed under the *Responsibilities* section on page 1. Learn how to use the Zoom settings and controls, such as the Mute button. Consider joining a sample meeting at the Zoom website, doing a practice exercise with someone else, or joining the optional technical session offered by the Court. Visit the Zoom website to review training materials and other resources.
- Position your equipment and yourself. Place the device on a solid surface with the camera at eye level for optimal presentation. Do not hold devices in your hands or lay phones or tablets flat. You may choose to sit or stand during your oral argument.
- Adjust your lighting. Video meetings need good, consistent lighting; avoid rooms with bright windows and/or backlighting.
- Consider extraneous noise in your environment. Use a private and quiet room that will be free of interruptions. Outdoor, in-vehicle, or public places are not acceptable.
- At your discretion, prepare a virtual background in advance of the webinar to use during the webinar. Please see <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background> for instructions.

Technical Support

- If you have any questions, please contact the Court of Appeals Help Desk at 517-373-0799 or email COAZoomHelp@courts.mi.gov before your oral argument webinar begins.

Optional Zoom Technical Session

The Court of Appeals may offer an optional technical session in advance of your oral argument for you to test your equipment and become familiar with the process. You are not required to attend, but we highly recommend that you take advantage of this opportunity to interact with the host and ensure that your setup meets the technical requirements for participating successfully. Court of Appeals judges will not participate in this technical session.

You will be invited to this technical session via a separate invitation that will be sent from the Chief Clerk with a subject of Invitation to an Optional Zoom Technical Session for COA Oral Arguments.

This Zoom session will be available for 1 hour for you to drop in to confirm that your equipment is ready for your oral argument. You may join the session up to 10 minutes before the time specified in the invitation.

The technical session will allow you to:

- Confirm that the email message links properly launch Zoom.
- Preview the registration process.
- Join a test meeting with court personnel.
- Learn how oral arguments will be conducted using Zoom.
- Interact with the host for the oral argument.
- Discuss what to do if there are technical difficulties during the oral argument.
- Practice disconnecting from and rejoining the Zoom webinar to simulate what you should do if you accidentally disconnect from the oral argument.
- Identify who you should contact if you need additional help.