

Zoom User Guide for Remote and Hybrid Hearings

Getting started with Zoom

Zoom is a video conferencing service which offers meetings, webinars and in this case, it will be used for remote and hybrid hearings. It is a free service and does not require you to create an account to attend a Zoom hearing.

Compatibility

Zoom works well with desktops, laptops, tablets and mobile devices, although it is recommended you use a laptop providing you have one.

For those participating in a remote or hybrid hearing remotely, two devices would be advisory, one to view the documents on CaseLines and a second to view the participants in the remote hearing.

Requirements

- Reliable internet connection (wired or wireless)
- Speakers and a microphone (built-in, USB plugin or Bluetooth)
- Webcam (built-in or USB plug in)

Types of Hearing

There are two types of virtual hearings:

- **Fully Remote Hearings:** These are hearings in which all participants will appear virtually for the entirety of the hearing.
- **Hybrid Hearings:** These are hearings in which some participants attend in person and some attend via Zoom. The purpose of hybrid hearings is to enable social distancing requirements to be managed and to minimise the number of people attending the physical courtroom. All witnesses must attend a hybrid hearing remotely save in exceptional circumstances. Where a party wishes for a witness to attend in person, an application must be made to the Tribunal. All members of the press and public will only be able to attend a hybrid hearing virtually.

How to Join a Zoom Hearing

Please note all hearings will be recorded

- 1) You will be sent an email invitation by The Solicitors Disciplinary Tribunal.
- 2) Please click on the email link in the invitation (an example of an invitation is shown below)

The Solicitors Disciplinary Tribunal is inviting you to schedule a Zoom meeting.

Topic: Case Management Hearing (example)
Time: Apr 7, 2020 10:00 AM London

Join Zoom Meeting
<https://zoom.us/j/862128349?pwd=NFlzVGNoYVlta0JYSkRLcTN5aWdxUT09>

Meeting ID: 862 128 349
Password: 026543

One tap mobile
+443300885830,,862128349# United Kingdom
+441314601196,,862128349# United Kingdom

Dial by your location
+44 330 088 5830 United Kingdom
+44 131 460 1196 United Kingdom
+44 203 481 5237 United Kingdom
+44 203 481 5240 United Kingdom
+44 208 080 6591 United Kingdom
+44 208 080 6592 United Kingdom

Meeting ID: 862 128 349
Find your local number: <https://zoom.us/u/apnzIATGT>

- 3) Please click on Join a meeting.



- 4) Enter the Meeting ID provided in the email and your display name (e.g. John Smith) and then click Join

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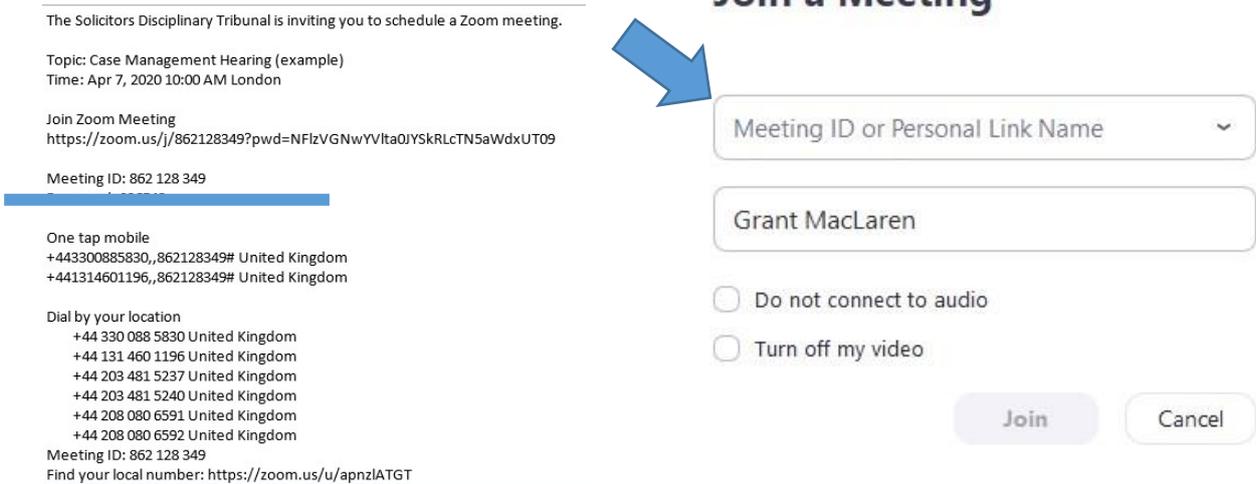
Join a Meeting

Meeting ID or Personal Link Name

Grant MacLaren

Do not connect to audio
 Turn off my video

Join Cancel



- 5) Then Enter the password provided in the email and click Join

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- 6) If prompted, click, “Join audio by Computer to connect your computer’s speakers and microphone to the Zoom hearing. You should then also click on “Join with video” if prompted.

If your hearing is scheduled to take place remotely or you are joining a hybrid hearing remotely and you would like to do a test video link beforehand please contact us at enquiries@solicitorsdt.com and we will send out a separate email for the test video link.

Members of the public or press should mute their microphones and switch off their video once joining the hearings.

Before the Hearing – Remote Hearings

Before the hearing, the parties and the clerk are able to meet in the hearing room to discuss any matters. Those discussions are not recorded and take place in the absence of the Tribunal and any members of the public and or press. During the hearing, the clerk will either meet with parties in the hearing room, or attend the breakout room for any discussion with the parties.

Before the Hearing - Hybrid Hearings

The parties present in the building will be allocated to a discussion room which will be for their sole use throughout the hearing. The parties will be attended by a member of the Tribunal staff. That attendance will either take place in person (if social distancing can be maintained) or by electronic means (email, telephone, etc).

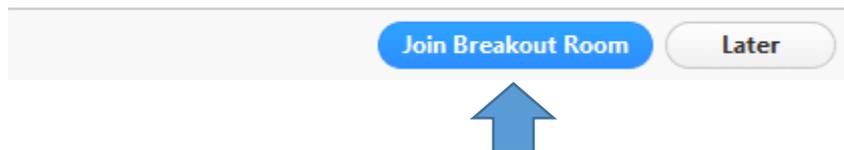
Before the Hearing - Public/Press Access to Remote and/or Hybrid Hearings

If the hearing is listed in public, we will publish the Daily Cause List and members of the press and public wishing to observe the hearing will be able to obtain Zoom details from the cause list published on the website. Members of the public/press must keep their cameras off and mute their microphones. If there are any queries regarding remote access, an email should be sent to enquiries.

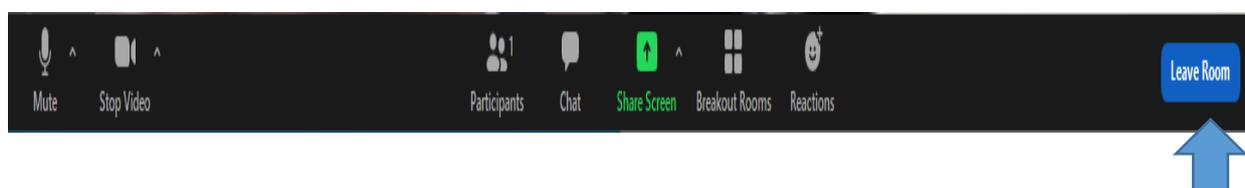
Deliberations/Breaks – Remote Hearings

During the hearings the Tribunal will take breaks and at certain times will deliberate in private.

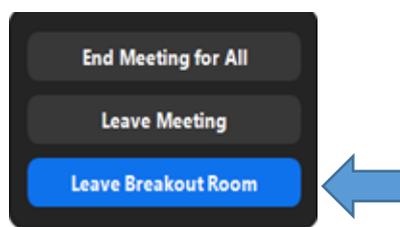
The parties will be invited to join a breakout room whilst the Tribunal is in its retiring room. When the breakout room is open you will receive a prompt asking you to join the breakout room:



To leave the breakout room and return to the hearing room, click on the leave room button.



Thereafter a drop down menu appears. Click on the leave breakout room option, which will be highlighted in blue. This will return you to the hearing room.



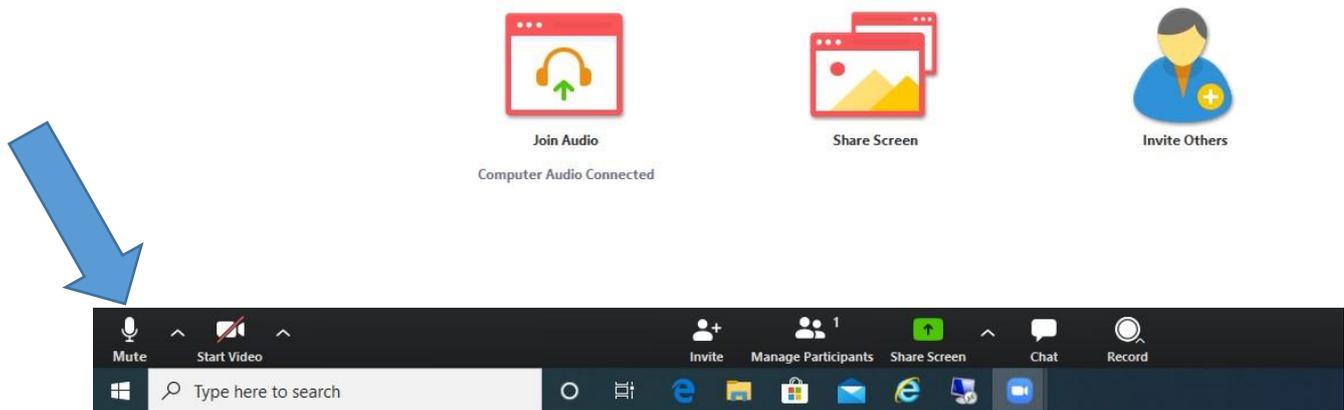
Do not click on the leave meeting button, as this will take you out of the hearing in its entirety and you will need to log back into the Zoom hearing.

Any members of the press or public will be placed in the waiting room, or left in the hearing room.

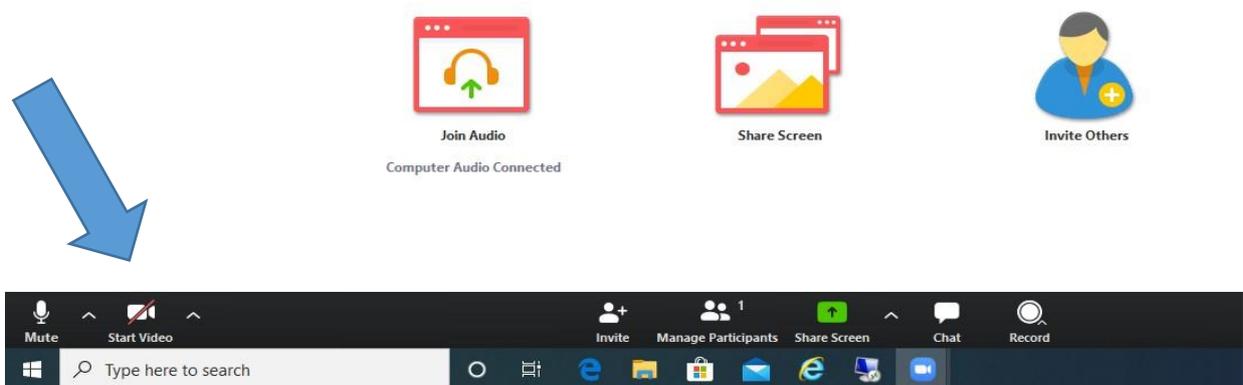
After any break and/or deliberations the clerk will inform the parties and any members of the press and public that the Tribunal will be returning to the hearing room. The clerk will

admit those who are in the waiting room and inform the parties to return to the hearing room prior to the Tribunal re-joining the hearing.

- To mute your microphone please click on the mute button situated at the bottom left of your screen.



- To stop your video from showing please click video button situated at the bottom left (you will know your video is turned off when you can no longer see yourself on the screen).



Deliberations/Breaks – Hybrid Hearings

The parties present in the building must return to their allocated discussion room during deliberations or breaks. Those parties will be invited to return to the Courtroom when the Tribunal is ready to continue with the hearing. Witnesses attending a hybrid hearing remotely will be placed in the waiting room until they are required to return to the Courtroom. Parties attending remotely will be placed in a breakout room and invited to return to the Courtroom when the hearing resumes.

Tips: To ensure the hearing runs smoothly

- Parties should dress for Court
- During the hearing parties and witnesses should use their ‘mute’ function when they are not addressing the Tribunal to cut out background noise. If they wish to draw the clerk’s attention they can use the “reactions” feature to raise a hand.
- Only one person at any time should be speaking, otherwise the Tribunal will be unable to hear anyone.
- Nobody should use the ‘live chat’ function as the comments can be seen by the Tribunal. If messages need to be passed between parties, counsel, solicitors etc. this should be by private means and not on Zoom.
- Parties, witnesses, the press and observers are not permitted to record the remote hearing without the Tribunal’s permission or take screenshots or still photographs of the hearing. This includes the use of any personal devices as well as within Zoom.
- Any recording request will be provided in audio format only after the hearing.

FAQ's

What happens if I experience connection difficulties during the hearing?

If you are unexpectedly disconnected from the hearing, please try to re-join the hearing as soon as possible using the same Meeting ID password.

Please consider the following:

- 1) Restarting your internet router
- 2) Consider re-joining with your mobile device

The court will pause the proceedings to allow you to re-join the hearing. If you are unable to re-join the hearing after 5 minutes or more, please inform the Tribunal as soon as possible by email enquiries@solicitorsdt.com or telephone 0207 329 4808, providing full details of your case and specifying that you have been disconnected from a current hearing.

Websites:

Please check the links below for additional guidance

<https://support.zoom.us/hc/en-us/categories/200101697>

<https://support.zoom.us/hc/en-us/sections/200277708-Frequently-Asked-Questions>

