

**Zoom Videoconference Policies & Procedures for Judge Jason L. Jones  
(Effective September 8, 2020)**

Policies

1. Zoom proceedings are official court proceedings.
2. Your behavior in a Zoom proceeding should be the same as if you were in the courtroom.
3. Attorneys should dress professionally and have a professional background (real or virtual).
4. If you are being disruptive during a Zoom proceeding the Court may mute you or place you in a waiting room.

Procedure

1. Locate the Zoom meeting link on the notice which was mailed to you.
2. If you join the meeting via the Zoom app please enter your first and last name. The Court may choose not to admit unidentifiable parties into the meeting (e.g. nicknames, device names like “Samsung Galaxy” “Jim’s iPad” etc.)
3. If you call into the Zoom meeting the Court will call you by the last three digits of the telephone number you are using. Example- if your telephone number is 1 (850) 555-1234 it will appear on the courts screen as 1850\*\*\*\*234. The Court will unmute your phone and ask for 234 to identify themselves.
4. Upon joining the meeting, all parties will be placed in the virtual waiting room until admitted into the main meeting room by the Court.
5. When the Court admits you into the meeting room, please connect to the audio and start your video if you are using the Zoom app.
6. Each person should leave their microphone on mute until the Court calls your name or the Court requests that you unmute your device.
7. The Court may place some parties into a breakout room to discuss the case prior to addressing the Judge in the main meeting room.
8. Any recording (by video, audio, or photograph) of the Court’s Zoom proceedings is strictly prohibited without the express consent of the presiding judge. A violation of this rule may be enforceable by contempt of court.