

Zoom Instructions:

Anyone with a computer, phone, or laptop that has speakers and a microphone can log in and use zoom.

The first time, a user will need to do the following:

1. Go to zoom.us
2. Sign up for a free account:
 - a. Enter an email address
 - b. Enter all of the requested information to establish an account (name, etc.)
 - c. Verify the email address by clicking on a link in the email
 - d. Download the app

Once the app is installed, they will do the following every time:

1. Sign in, if needed
2. Click the join meeting button
3. Enter meeting id#: 432-617-7249
4. Click join with video
5. Once all business is completed, click on end meeting

At that point, you are no longer able to be seen or heard in the meeting.

For Juvenile Court Participants:

Due to the confidentiality associated with juvenile proceedings, all juvenile matters will be closed to the public. Those needing to participate will be required to participate by Zoom, but will not use the meeting id listed above. Prior to the hearing, each participant will have to obtain the meeting id and a password to login in to the meeting from the Judicial Administrator at (318) 627-3244. **In order to verify that you should be allowed to access the meeting, you will be required to verify your identity by faxing or emailing the Judge's office proof of identification before receiving the meeting id and password.** If the name of the person logging in to zoom does not match the name of the person access is granted to, you will not be admitted to the meeting. To join a meeting, a participant must have both audio and visual capabilities enabled so that the Court and all participants can verify the identity of each participant. The court will hold all participants in a waiting room until their respective case is called.