

## ZOOM Court Session Procedures & Instructions

**\*\*IT IS EXTREMELY IMPORTANT THAT YOU READ ALL OF THE BELOW INFORMATION\*\***  
***If you have any questions, you must call the office at (732) 536-0300 to speak with court staff***

If you had attended court in person, the judge would advise you of your rights as a defendant in the municipal courts. Fortunately, these rights are available online and you should view the video prior to your virtual court date; the judge will be asking you if you have viewed the video and if you have any questions before proceeding. Here is the web link to YouTube videos of the statement of rights in multiple languages and American Sign Language: <https://njcourts.gov/courts/mcs.html>

### Keys to a successful Virtual Court appearance:

- Court staff *must* have your e-mail address prior to your court date; as the ZOOM links are e-mailed the day before the virtual hearings. You cannot call the day you are scheduled for court to provide your e-mail address.
- Please be PROMPT & patient - if you sign in late you may miss your sign-in time & if you leave the meeting before seeing the judge your case may be marked as failure to appear *and/or a warrant may issue for your arrest*.
- Please dress appropriately, limit background noise and remain stationary (do not walk around); you should present yourself as if you were standing before the judge in the court room in-person.
- **It is imperative that you connect to the meeting using your real first and last name (from your summons). If you do not do this, we will not know who you are, and it will take longer to get to your case.** If you are having issues joining with YOUR name; you may want to try changing the “name” of the device that you are using by accessing “settings - general - about” (here is where you can change your device name from Galaxy / iPhone / iPad etc. to your actual name). If this does not work, go to the zoom *website* and select “Join a Meeting” (do not sign in with a zoom account); you will then be able to enter your name & the meeting ID from below.
- **You must make sure that your audio and video are both enabled so that when your case is brought before the Judge, they are able to see & hear you - if not you will be removed from the meeting as we will be unable to communicate with you; you will need to enable both then rejoin. You must check (both) the settings on your device (giving permission to the ZOOM app to access your audio/video); as well as the settings within ZOOM (settings/meetings; then audio & video).**
- **If you are not successful with your audio/video, be prepared to call in with the phone number listed in your video court email notice. Your zoom link will be e-mailed to you the day before you are scheduled to appear. This will help avoid a “failure to appear” and/or issuance of a warrant for arrest.**
- If during the session you are invited into a “breakout room” you must accept the invite in order to speak privately with the prosecutor or your attorney. When finished you must select “leave breakout room” to be brought back before the judge to complete your matter. If you select “leave meeting” it will remove you out of the session completely and you will need to rejoin from your initial invite.
- Please note that you will be “muted” upon entry into the court session and will be asked to “unmute” when your matter is to be heard.
- If you are joining the meeting by **dialing in via phone** you should call the office to advise what phone number that you will be dialing in from (as you will not be able to enter your name in the waiting room). While in the meeting; to mute or unmute yourself press \*6 and if you are put into a private “breakout” room to speak with your attorney or the prosecutor; you must press the # button to leave the “breakout” room and rejoin the main room with the judge.

\*\*We ask that you please be patient during your virtual court hearing as you may be in a waiting room for a matter of time (possibly up to an hour) before being brought in front of the judge, DO NOT call/email the office to advise staff that you are in the waiting room - this will not speed up the process.

***Marlboro Township Municipal Court hours of operation are Monday through Thursday, 8:30am - 4:30pm***