

North Dakota Supreme Court

Reliable Electronic Means Argument Guide - Zoom

Introduction:

Your case has been selected for oral argument before the North Dakota Supreme Court using reliable electronic means. The Supreme Court currently uses Zoom, an electronic hub permitting you, opposing counsel (or party) and the Justices to participate using a computer, table, smartphone or telephone. You can learn more about Zoom and how it works [here](#).

Each Justice will be using a computer camera and microphone-headset. The Court highly recommends you also do so. However, if necessary, you may participate using a telephone only. Speakerphones are discouraged because they pick up ambient noise and paper shuffling.

General Instructions:

1. Upon receiving notice of oral argument, click on the meeting link to verify that your computer audio and video work correctly. You will not be able to join a live session at that time, but you can configure your equipment.
2. Contact Clerk of Court Petra Mandigo Hulm at phulm@ndcourts.gov with any questions, problems or concerns about your equipment.

The Day of Argument:

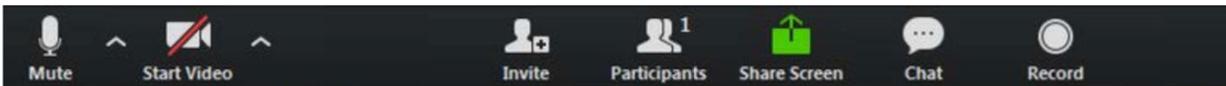
1. Sign into Zoom using the hyperlink or telephone PIN provided by the Clerk of Court.
2. You will be able to sign in 20 minutes prior to argument, but must sign in **at least 10** minutes before your argument is set to start. Please understand that the Clerk of Court's office has a number of other duties to prepare for and conduct online argument. Therefore, it is imperative that you are present 10 minutes before argument. You will be placed in a waiting room until admitted to the meeting by the Clerk of Court.

During Argument:

1. Use a neutral background. We ask that you do not include firm names or logos in your background or your photo (if you are only appearing at the argument).
2. Mute your line unless you are speaking to the Court.
3. Eliminate background noise when you are speaking to the Court, such as timers, phones, or computer alerts.
4. You may remain seated during your argument.

5. Before argument, watch the chat box. If there are audio problems and you are not able to hear the Clerk of Court, that office will send the group a chat message.
6. If you have bandwidth problems on your end, it may look like skipping or freezing audio or video or you may get a pop up saying your internet is unstable. If this happens, first turn off your video. Video can take significant bandwidth. Check in your video setting that “Original ration” and “HD” are not checked.
7. To be prepared in case of technical problems, have a printout of the argument notice available, Zoom conference meeting ID, PIN and Zoom telephone number.
 - a. If for any reason your computer connection fails, immediately dial into the Zoom telephone number and enter the meeting ID and PIN. This will allow you to speak to the Court while the technical difficulties are being addressed.

Participant controls in the lower portion of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

1. Mute/Unmute your microphone (far left)
2. Turn on/off camera (“Start/Stop Video”)
3. Include a virtual background (up arrow on “Start/Stop Video”, select “choose virtual background”, click the plus arrow to add photos)
4. View Participant list – opens a pop-out showing participants
5. Change your screen name that is seen in the participant list and video window
6. Somewhere on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.