

Using Zoom for Mediations in Galveston County

In an effort to continue safe practices regarding social distancing, the Family Courts currently have a mandatory mediation policy prior to temporary orders and will be conducting your next scheduled proceeding by video with Zoom. You are directed to join the virtual mediation proceeding with Kathryn Bradfield Lanan at the date and time provided to you by the Court.

For virtually connecting to the mediation, please follow the instructions outlined below:

1. Install the Zoom app:

***For smartphones and tablets:** Install Zoom from the Play Store or App Store

***For your computer, laptop, or notebook** device with webcam, please visit www.zoom.us to download the application

2. ***Optional** - Create an account by using your email address and creating a password. You only need to do this one time as this is the account you will use each time you enter a virtual mediation.

3. At the time of your virtual mediation:

***For smartphones and tablets** launch the Zoom app and if you created an account, please sign in. If you did not create an account, continue to step 4.

***For your computer, laptop, or notebook,** go to the website www.zoom.us and if you created an account, please sign in. If you did not create an account, continue to step 4.

4. Enter the Meeting ID number provided. If you need to participate in a mediation and do not have a meeting room ID number, please call (832) 738-1170 for assistance.
5. Identify yourself by entering your first and last name along with your case number. Those that do not identify themselves will NOT be admitted into the virtual mediation.
6. Once everyone has entered the waiting room, you will be admitted to the mediation.

For participants joining via a landline phone, please call one of the numbers listed on your invite.

Technical Responsibilities

- Remote Participants should take time prior to the call to become familiar with the Zoom controls, including the testing of your device microphone/speaker controls.
- If you are having technical issues with your equipment, please review the Zoom training and support materials at www.zoom.us.
- Remote participants should use a good LAN, WiFi, or substantial LTE connection to ensure a quality call. (Note: Mobile data use may incur cellular carrier charges which are the responsibility of the remote participant.)

Zoom Etiquette

- The call is a court ordered proceeding and therefore an extension of the courtroom and appropriate conduct and attire is required.
- Remote Participants must use a private and quiet room that will be free of interruptions. (Outdoor, car, or public places are not recommended.)
- Please speak **loudly** and mute/silence any background noise.
- Remote Participants must place their mobile devices on a solid surface with the camera at eye level. Do not hold mobile devices in your hand and do not lay phones on a table or tablets flat on a desk or tabletop.
- The mediator host has control over the proceeding and participants as if they were present in the physical mediation center.