Using MS Teams to Conduct a Virtual Evidentiary Hearing

Public Participants Virtual Hearing Attendance

Public Participants – Telephonic only

The US Bankruptcy Court – Ohio Northern ECF Docket entry for every case hearing utilizing remote participation options will provide public attendees with telephonic conference connection details. The dial-in information and access code provide an interested party with the ability to listen to the call and interact if relevant to proceeding.

Case Participants – Telephonic only

Practitioners and other case-associated interested parties participating in a hearing will receive an invite from the Judge's Courtroom Deputy. The invitation includes the MS Teams meeting details for date and time, as well as other notes for the recipients. In the lower section of the e-mail invitations, the recipient will find a conference connection telephone number and conference ID. To attend the Teams meeting via telephone only, dial the telephone number provided, when prompted for the access code, enter the conference ID followed by the # key. You will enter into the lobby and wait for the court to accept your attendance into the meeting.

Case Participants – Audio/Video presence

Practitioners and other case-associated attendees for a hearing will receive an invite from the Akron Courtroom Deputy. The invitation will include the MS Teams meeting details for date and time, as well as other notes for the recipients. In the lower section of the e-mail invitations the recipient will find an internet hyperlink for joining the Teams meeting. Clicking the hyperlink will open in the user's default internet browser. Right-clicking on the hyperlink and copying hyperlink location may be necessary for utilizing Teams with an alternate web-browser. If you chose not to install the Microsoft Teams app, MS Teams web application is available through a compatible internet browser (Google Chrome or Microsoft Edge). MS Teams web application is not compatible with Internet Explorer or Mozilla Firefox browsers.

Mac computer users: The Safari web-browser is not compatible with the MS Teams web application, downloading the Microsoft Teams app from the Apple App store is necessary.

Microsoft Windows users: Downloading the MS Teams app offers the best experience for users and is available from the invite's hyperlinked page, or to anyone by utilizing Microsoft Teams page:
https://www.microsoft.com/en-ww/microsoft-365/microsoft-teams/download-app

Users with the MS Teams desktop app will utilize the option to **JOIN THE MEETING WITH TEAMS APP**.

The minimal equipment required for attending a virtual court hearing to have a suitable experience is listed here:

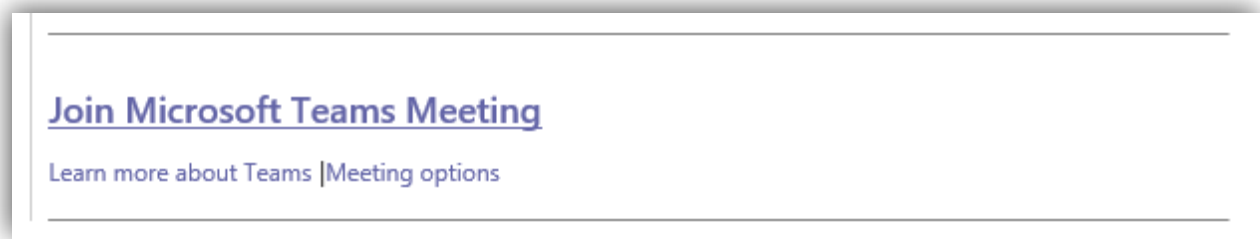
- High-speed internet connection
- Internet connected device
- Webcam with high quality video and audio
- MS Teams app installed or MS Teams compatible web-browser

The preferential equipment for a virtual court hearing to have the best possible experience is listed here:

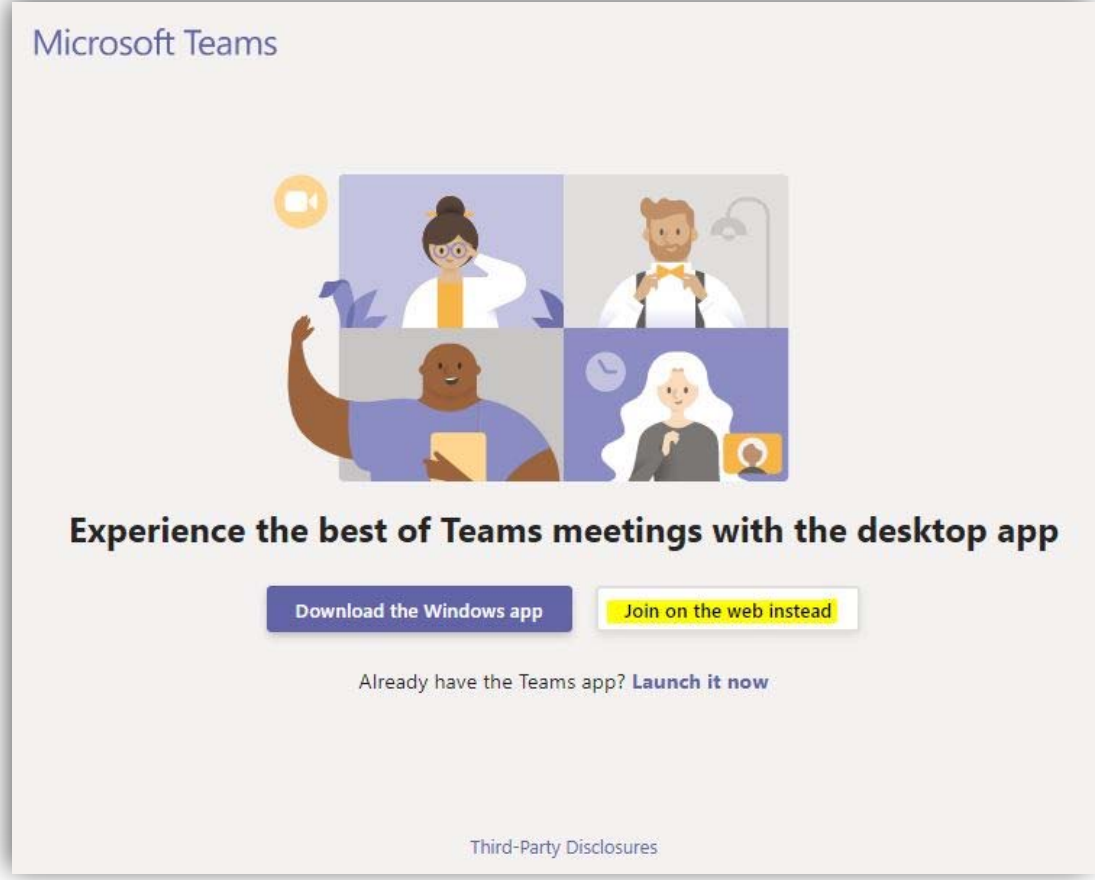
- Wired high-speed internet connection
- Desktop Computer or laptop
- USB headset with microphone

Participants receive a MS Teams Meeting Invite via E-mail

Click on the **JOIN MICROSOFT TEAMS MEETING** hyperlink to open in your default web-browser or copy hyperlink (right-click) and then paste it into a prescribed compatible web-browser address bar.

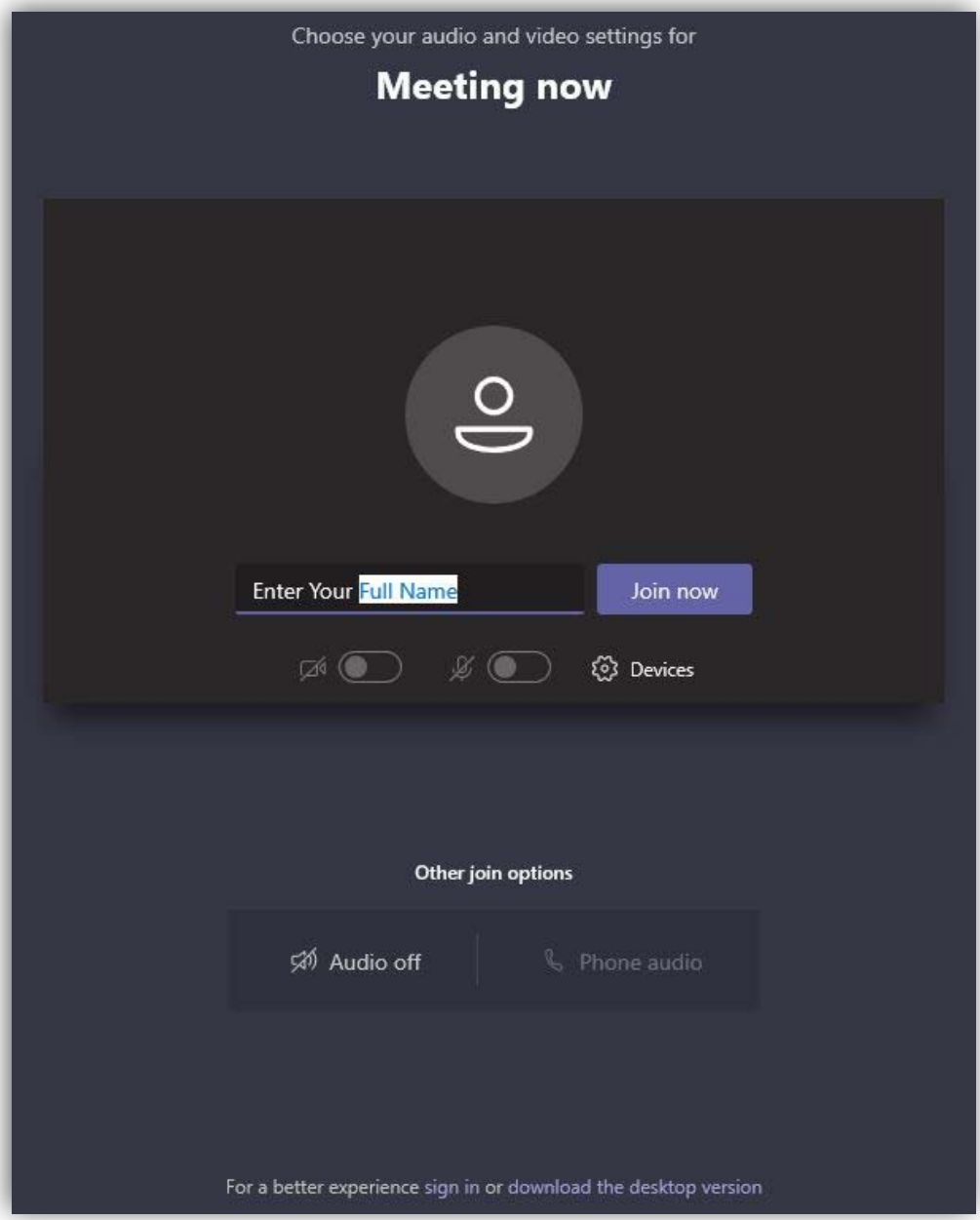


Either click [**DOWNLOAD THE WINDOWS APP**] button for installing the MS Teams app on your computer, or if you have already done so then click **LAUNCH IT NOW** hyperlink. To join the hearing with the MS Teams web-browser version click [**JOIN ON THE WEB INSTEAD**] button.



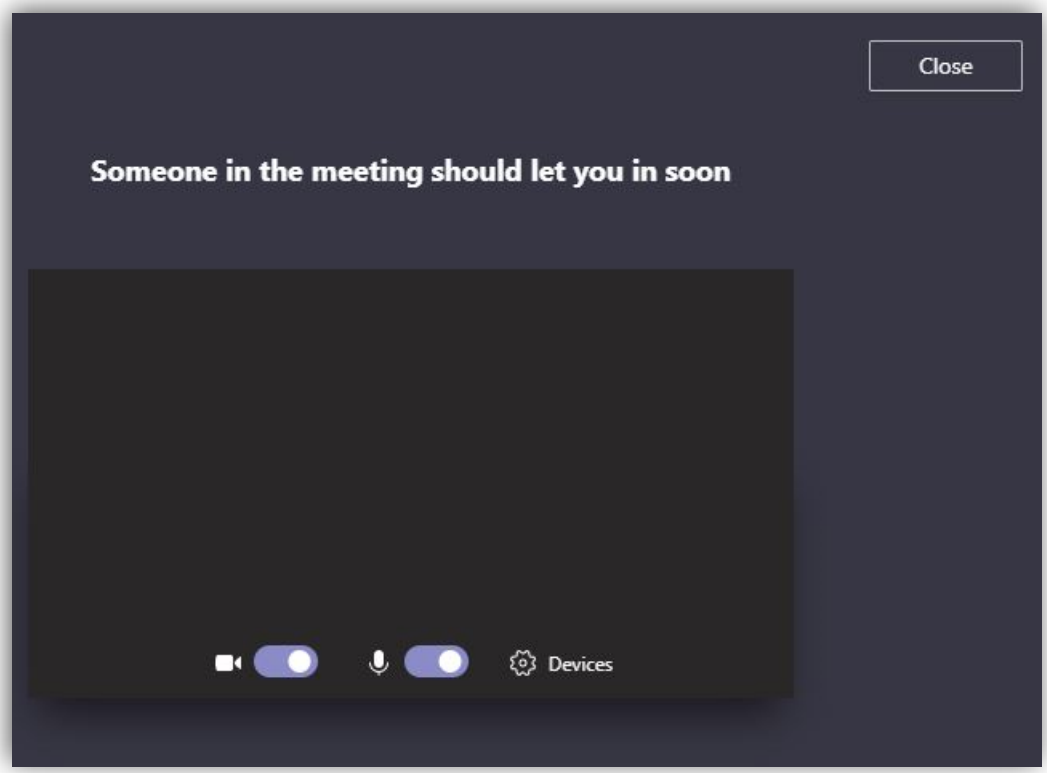
Preparing your Meeting Connection

Type in your full name and check that the “Devices” options are setup properly for your equipment. Please consult your local I.T. support for assistance to ensure your meeting audio/video device connections are prepared as necessary.



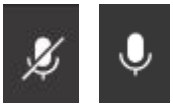
Entering the MS Teams Meeting Lobby

Upon initial connection to the meeting you enter the lobby and will wait for the court to accept your attendance into the meeting. The Courtroom Deputy will ensure the name you provided is on the invitation list of participants for the meeting before accepting your attendance. All additional professionals and interested parties must notify the Courtroom Deputy prior to a hearing for attendance list awareness.



Teams Meeting user interface features

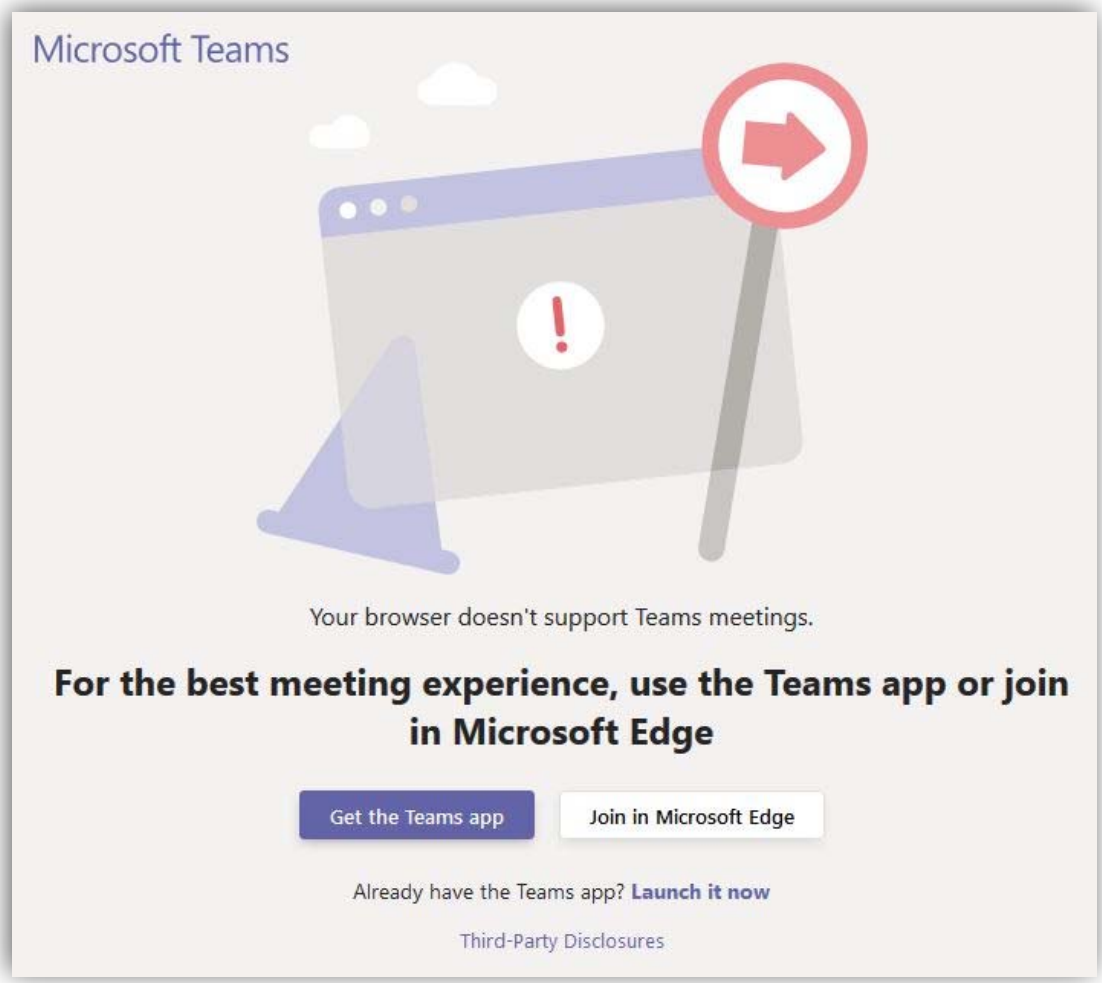
You may need to hover your mouse pointer over the lower-middle section of the screen for the toolbar to appear.



Mute your microphone until it is your opportunity to speak in the hearing or as appropriate. This is important to prevent any undesirable disruptions and environmental noise during the hearing. Toggle microphone ON / OFF with microphone icon that appears on the Team conference toolbar.

Toggling your video transmission ON / OFF is also possible by clicking the video-cam button on the toolbar.

Sharing your desktop/screen is also a capability, however may only be used as advised by the court per matter necessity.

Microsoft Teams web application

Compatible internet browsers: Google Chrome or Microsoft Edge
Incompatible internet browsers: Internet Explorer or Mozilla Firefox, Mac OS - Safari