

## Virtual Court Information

### Recording of court sessions is **not allowed** without the express permission of the court

Any individual seeking to record must make a request to the court in advance, by submitting a Request for Permission to Photograph, Electronically Record or Broadcast a Court Proceeding form. This can be found at <https://njcourts.gov/selfhelp/index.html>

### Prior to Virtual Court

Look up your case information here [Municipal Court Case Search](#). Please call or email the court to provide your email address. Zoom invitations are sent via email two business days before your virtual court date.

We recommend that you familiarize yourself with Zoom <https://zoom.us/> before your virtual court date. **It is the public's responsibility to ensure their own ability to connect to the court hearing.**

To request the Public Defender, fill out the Financial Questionnaire to Establish Indigency, which can be found on the main page of our website and return it to us **before** your court appearance. The Judge will determine your eligibility during your Virtual Court appearance.

### Using Zoom

Click here, [Join a Zoom Meeting](#), for assistance setting up Zoom.

You can dial into the proceeding and appear by phone.

Dial \*6 to mute/unmute and \*9 to raise hand. See detailed instructions here: [Join Zoom by Phone](#)

Make sure you are connected to audio. If your device doesn't have a built-in audio setting, you can connect by phone. Please make sure to test your audio and microphone before your virtual hearing.

Join the meeting using your first and last name so that we can identify you. You can also change your name once you're in the meeting. Click on the Participants icon on the bottom of the window. Hover over your name and click on the Rename button.

Zoom has an extensive Help Center located here, [Zoom Support](#), that can answer any other questions you may have.

### Keys to a Successful Virtual Court Appearance

Try to minimize background noise and stay muted until you are called.

To ensure that you are informed of your rights, you must watch the Municipal Court Opening Statement prior to your virtual court appearance. Go here [NJ Courts Opening Statements](#) to access the video, which is available in multiple languages and ASL.

Make sure you can see chat messages. This is how the Host will communicate with you for most of the session.

You will have the opportunity to privately speak to the Municipal Prosecutor. Please be patient, as the prosecutor will need to speak with everyone scheduled. When finished, return to the main session, and wait for the Judge to call your case.

If you have questions or concerns while you are waiting, you may direct them to the Zoom Host via chat message. Please do not call the court about wait times. The court staff are not in the Zoom session and will not be able to answer your question.

Have your Complaint/Summons #(s) available during court. You will need this information for any fines and costs incurred during sentencing, which can be paid online by visiting [njmcdirect.com](http://njmcdirect.com).