

Judge Reyes Bordeaux's Procedures for Video & Telephonic Appearances

Hearings in Judge Reyes Bordeaux's courtroom (303) are now via ZOOMGOV video and via ZOOMGOV telephone (unless otherwise ordered). You are free to choose either of these options.

ZoomGov hearings: For ZoomGov hearings, the first page of Judge Reyes Bordeaux's publicly posted [hearing calendar](#) will provide ID and Password information for ZoomGov. The calendar is posted to the public at least 2 weeks prior to the hearing.

You may appear by video or audio via ZoomGov using a personal computer (equipped with camera, microphone and speaker), or a handheld mobile device (such as an iPhone and/or Android phone). Alternatively, you may participate by ZoomGov via audio only by using a telephone (standard telephone charges may apply). Neither a Zoom account nor a ZoomGov account are necessary to participate and no pre-registration is required. The audio portion of each hearing will be recorded electronically by the Court and constitute its official record.

Tips for a Successful ZoomGov Court Experience

1. If connected to ZoomGov audio by telephone, you can mute or unmute your connection by pressing *6 on your phone.
2. Unless and until it is your turn to speak, please mute your audio to minimize background noise.
3. If available, a headset-microphone often provides better sound quality for listening and speaking.
4. Test the video and audio capabilities of your computer or mobile device in advance of the hearing (i.e., at least one day in advance). You can do this by clicking on the ZoomGov meeting link posting for the hearing and/or check your video and audio using the ZoomGov app.
5. If you intend to speak at the hearing, please find a quiet place from which to participate.
6. If you are connecting to the hearing using a wireless device, you should situate yourself in a location with a strong wireless signal.
7. When you first speak—and each time you speak after someone else has spoken—please say your name. This may seem awkward but is essential to making a good court record. The only part of the hearing being recorded is the audio. If a transcript is requested, it is sometimes difficult for the transcriber to know who is speaking.
8. If you are participating by video, try to avoid having a window or bright background behind you. (You may, as a result, appear on video as a shadow.) If you cannot avoid the bright background, try using a desk lamp or other light source to brighten your face.

9. Participants and members of the public should at all times remember that although conducted remotely, these hearings are official court proceedings, and individuals should act accordingly.
 - a. If video is enabled, please wear attire consistent with the decorum of court proceedings.
 - b. ZoomGov permits the use of virtual backgrounds to safeguard your privacy. If you choose to use a virtual background, please avoid backgrounds that are offensive or distracting.
10. ZoomGov video participants are permitted to specify a display name. If using video, please specify your complete name to assist the Court in creating a record of the proceedings.