

Zoom Hearing Checklist

No.	Task	
1	45 minutes before the hearing, start the meeting. Set your display name.	<input type="checkbox"/>
2	Set Chat to "with Host only"	<input type="checkbox"/>
3	Manually , create breakout rooms for: Members, LSO, Licensee and Counsel	<input type="checkbox"/>
4	Under "Options" for the breakout rooms set the following: <ul style="list-style-type: none"> • Enable: Move all participants to breakout rooms automatically • Enable: Allow participants to return to main session at any time • Disable: Breakout rooms will close automatically after 30 minutes • Enable: Countdown after closing breakout room <ul style="list-style-type: none"> ○ Set countdown timer to 30 seconds 	<input type="checkbox"/>
5	30 Minutes before the hearing move panel from "Waiting Room" to main session and unmute them. Edit their display name as needed.	<input type="checkbox"/>
6	Ask if they need anything before you move them to the Members breakout room.	<input type="checkbox"/>
7	Remind them that while in the Members room they can signal you by using "Ask for Help".	<input type="checkbox"/>
8	Let the panel know that once the hearing starts you and the court reporter will not be on video.	<input type="checkbox"/>
9	Assign the panel to the members breakout room, then open the breakout rooms.	<input type="checkbox"/>
10	15 minutes before the start of the hearing, move the parties and the court reporter from the "Waiting Room" to the main session. Edit their display names as needed.	<input type="checkbox"/>
11	Set the court report as a co-host.	
12	Fill out the Appearance Sheet. Be sure to confirm with the parties how they would like their names to appear in the ORs.	<input type="checkbox"/>
13	Remind the parties:	
	To mute their microphones when they are not speaking.	<input type="checkbox"/>
	That the Chat will only allow communication with the FMC not to each other or to everyone.	<input type="checkbox"/>
	That you have breakout rooms for each party. And that they should let you know if they would like to be moved to a joint breakout room.	<input type="checkbox"/>
	That while in a breakout room, no one in the main session will see or hear them. And that in order to communicate with you, they should use the "Ask for help" icon.	<input type="checkbox"/>
	That they must use the breakout rooms during the break.	<input type="checkbox"/>
	That you will send a broadcast message to return to the main session when the hearing is about to start or resume.	<input type="checkbox"/>
	That they can leave the breakout room by clicking on the "Leave breakout room" link and return to the main session.	<input type="checkbox"/>
	That if they need to share their screen during the hearing they should let you know so that you can enable that function at that time.	<input type="checkbox"/>
14	Assign the parties to their respective breakout rooms.	<input type="checkbox"/>
15	5 minutes before the hearing, if there is a delay, message those in the waiting room to let them know that the hearing is delayed and you will let them know when the hearing	<input type="checkbox"/>

No.	Task	
	is about to start.	
16	Otherwise, move any members of the public in the waiting room to the main session.	<input type="checkbox"/>
17	Change their display to “Public 1”, “Public 2”, etc.	<input type="checkbox"/>
18	Advise the members of the public that they will not be allowed to share video and will be muted during the hearing.	<input type="checkbox"/>
19	Let everyone know that if any portion of the hearing is to proceed in the absence of the public the public attendees will be moved to the waiting room.	<input type="checkbox"/>
20	Let everyone know that you and the court reporter will be not be on video when the hearing starts	<input type="checkbox"/>
21	Mute and stop video for members of the public. Hide the non-video participants	<input type="checkbox"/>
22	At the scheduled start time, confirm with the parties if they are ready to begin.	<input type="checkbox"/>
23	Send a broadcast: Please return to the main session. The hearing is ready to begin. OR Join the Members room to advise the panel that the parties are ready to begin when they are.	<input type="checkbox"/>
24	When the hearing starts, mute yourself and the court reporter and stop video for both of you.	<input type="checkbox"/>
25	At the break, open the breakout rooms, and wait until everyone has left the main session.	<input type="checkbox"/>
26	At the end of the break, close the breakout rooms.	<input type="checkbox"/>
27	As the chair of the panel is getting ready to wrap up for the day, turn your video and microphone on.	<input type="checkbox"/>
28	Let the parties know that you will assign them to a breakout room with the court reporter to check spelling of names, etc.	<input type="checkbox"/>
29	Ask the panel to meet you in the member’s breakout room.	<input type="checkbox"/>
30	Open the breakout rooms. Reassign participants to their respective breakout rooms as needed.	<input type="checkbox"/>
31	Enter the MCR to debrief with the panel.	<input type="checkbox"/>