



# RHODE ISLAND BANKRUPTCY COURT ZOOM GUIDE FOR ATTORNEY PARTICIPANTS

## VIRTUAL COURTROOM DECORUM

Please be reminded that although you will be attending the scheduled hearing virtually using the Zoom platform, attorneys and all parties present are required to adhere to [Local Bankruptcy Rule 5072-1\(f\)](#) regarding Courtroom Attire.

## JOINING THE ZOOM HEARING

All respective parties for the scheduled hearings should join the Zoom hearing at least ten (10) minutes prior to the scheduled start of the court calendar. Upon entering, you will be asked to enter the hearing with your audio and video ON so that sound and visual checks may be done with the assistance of the court staff.

Once the audio and video checks are completed, all respective parties will be required to keep their video on until the First Call of the Calendar is made by the Courtroom Deputy. Following such, the Courtroom Deputy will direct all participants to shut off their video and mute their phones until their individual case is called. Only the participants for the case being heard at the time shall be visible on video.

If you do not have video capability, you may join the hearing by audio only using the call-in number included on the zoom meeting invitation. If you need training on the Zoom platform prior to your first hearing, please contact the Courtroom Deputy, Pamela Ricciarelli at [Pamela\\_Ricciarelli@rib.uscourts.gov](mailto:Pamela_Ricciarelli@rib.uscourts.gov) or (401) 626-3136 to arrange a training time.

## ANNOUNCEMENT OF REPRESENTATION

Just as in-person court sessions, upon the call of the case, counsel or if appropriate, a pro se litigant, shall announce his/her name for the record and the name of the party or parties he/she represents. Although the parties are visible on the video, our Electronic Courtroom Reporter Operator will record the session using audio only and by adhering to this procedure, it enables the court reporter to accurately reflect who is speaking for the record. See [LBR 5072-1\(a\)](#).



# RHODE ISLAND BANKRUPTCY COURT ZOOM GUIDE FOR ATTORNEY PARTICIPANTS

## BEFORE A VIDEOCONFERENCE

You will need a computer, tablet, or smartphone with speaker or headphones. If using a computer, you may be prompted to download and run Zoom. Google Chrome is the recommended browser for Zoom. If using a tablet or smartphone, you should download the free Zoom app well before the video conference.

You will have the opportunity to check your audio upon joining a meeting. Using headphones with a microphone is preferred to reduce other noise and feedback.

You will receive notice for a videoconference from the court. The notification will include a link to "Join Zoom Meeting" as well as a Meeting ID and Password. You should join at least 10 minutes prior to your scheduled hearing time to test your system.

## JOIN A VIDEOCONFERENCE

1. Click the link in your notification to join at the appropriate time. You may also join a meeting without clicking on the invitation link by going to [join.zoom.us](https://join.zoom.us) on any browser or to the Zoom app on a tablet or smartphone and entering the Meeting ID provided by the court (see more specific instructions on page 6). If you have not already downloaded the Zoom app and your device requires it, you may be instructed to download it at this time.
2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."
3. If the Host has enabled the "waiting room" feature, you may see a "Waiting for the host to start this meeting" or "Please wait, the meeting host will let you in soon" message. When chambers is ready internally, you will then be admitted for a audio and video test to verify good quality.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.



# RHODE ISLAND BANKRUPTCY COURT ZOOM GUIDE FOR ATTORNEY PARTICIPANTS

If you are more of a visual learner, here are two short (approx. 1 to 2.5 minutes each), YouTube training videos:

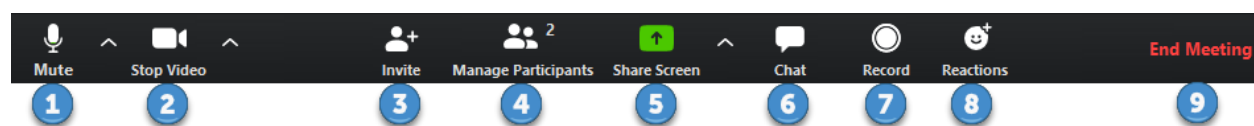
1. ["Zoom 101 Sign Up & Download Meeting Client"](#)
2. ["Zoom - Join a Meeting"](#)

## QUICK TIPS FOR USING ZOOM

- If you are using an external camera and/or microphone, plug them in before opening the Zoom application. A headset is recommended.
- Only 1 microphone and speaker system should be active per physical location to avoid a loud screeching sound.
- Be sure to mute yourself when you are not speaking.

## PARTICIPANT CONTROLS IN THE ZOOM SCREEN

On a computer, a menu bar containing participant tools may appear and disappear as you mouse over the Zoom meeting, typically at the bottom of the screen. Mobile app interfaces will appear differently but contain most of the same functionality. As a participant, some of these controls may not be available to you and therefore will not show up on the control panel.



1. Mute/Unmute your microphone – Click the up arrow next to the microphone icon to open audio settings. Here you change your speaker and microphone settings.
2. Start/Stop your video feed (Turn on/off camera) – Click the up arrow next to the camera icon to open video settings. Here you can change your camera settings.
3. Invite other participants
4. Manage Participants – Click to open a pop-out screen that shows a list of participants in the meeting. From this panel, the host can mute/unmute all participants and more. Includes a "Raise Hand" icon that you may use to raise a virtual hand.
5. Share your screen – Click to start sharing your desktop display or any window/application on your computer with others in the meeting. Click the up arrow to reveal sharing options. This option may be disabled for participants.
6. Chat – If enabled, click to open the Chat panel where you can start or respond to a chat.



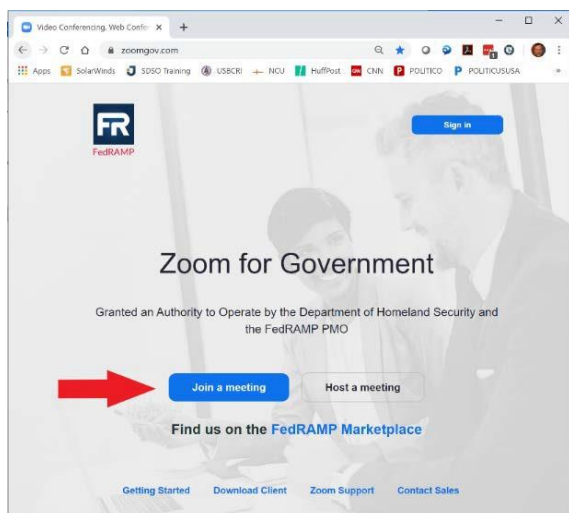
# RHODE ISLAND BANKRUPTCY COURT ZOOM GUIDE FOR ATTORNEY PARTICIPANTS

7. Record – Click to record. Participants cannot record unless the meeting host grants permission to record. If a meeting is being recorded, an icon will appear.
8. Reactions
9. End or Leave Meeting – Ending the meeting will disconnect all participants. Leaving the meeting will allow participants to remain in the meeting room.

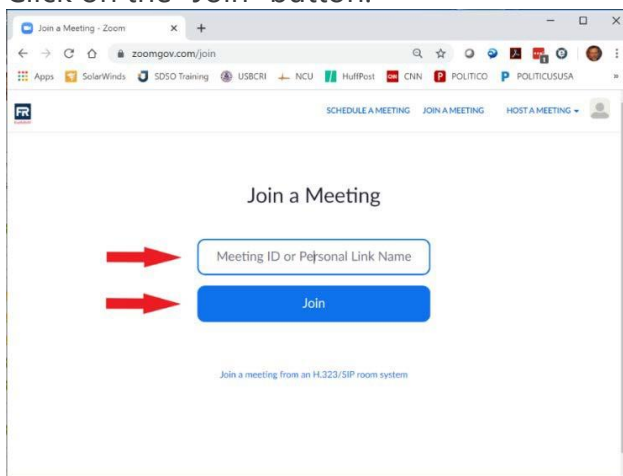
Views: Somewhere on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all the meeting participants.

## JOIN A ZOOM MEETING USING A WEB BROWSER WITHOUT GIVING ANY PERSONAL INFORMATION.

1. Open any web browser and go to the following website: <https://zoomgov.com/>
2. Click on “Join a meeting”

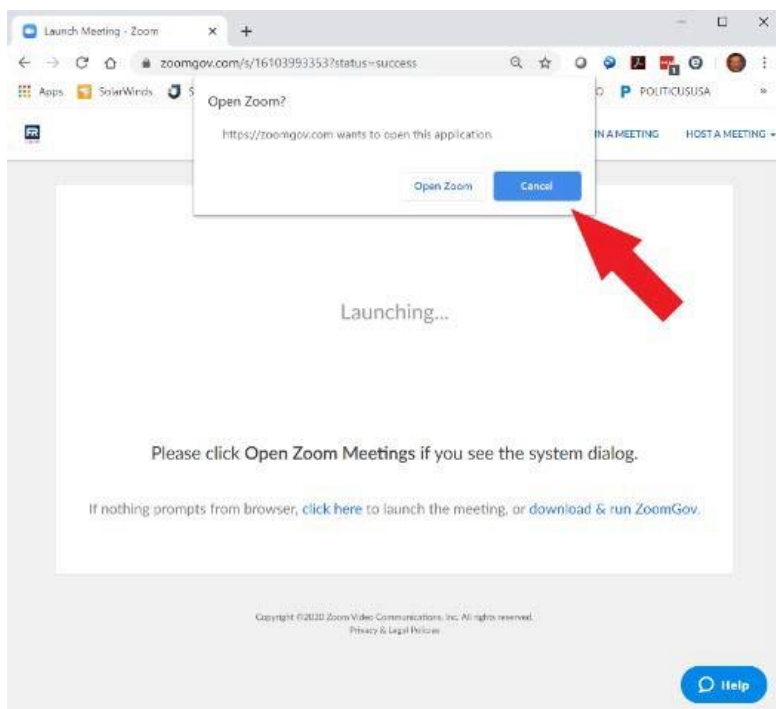


3. Enter the Meeting ID sent to you in an email invitation.
4. Click on the “Join” button.

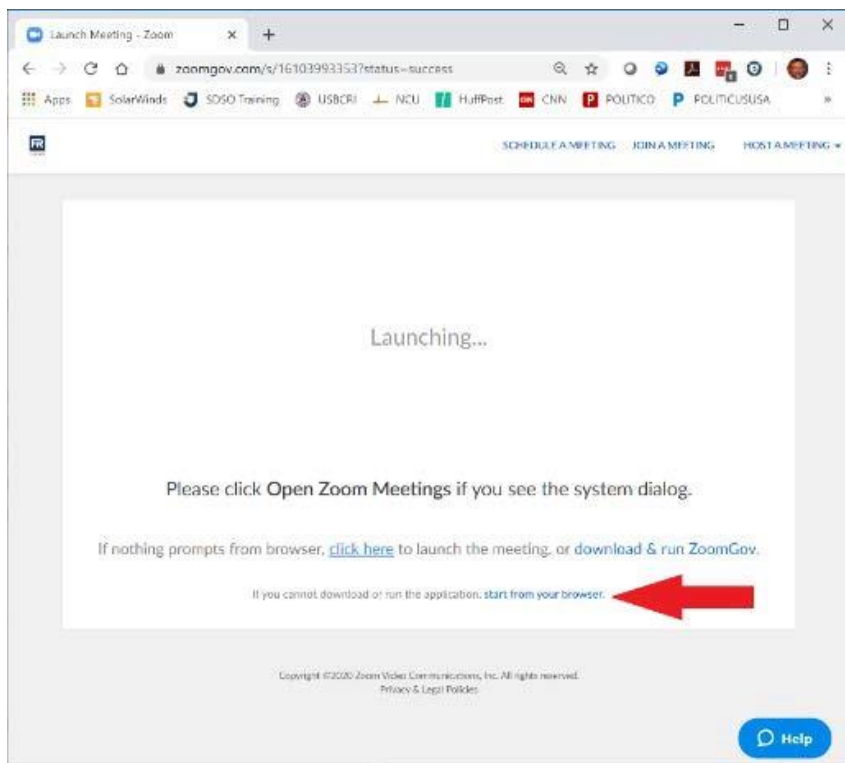


# RHODE ISLAND BANKRUPTCY COURT ZOOM GUIDE FOR ATTORNEY PARTICIPANTS

5. If prompted to “Open in Zoom”, press the “Cancel” button

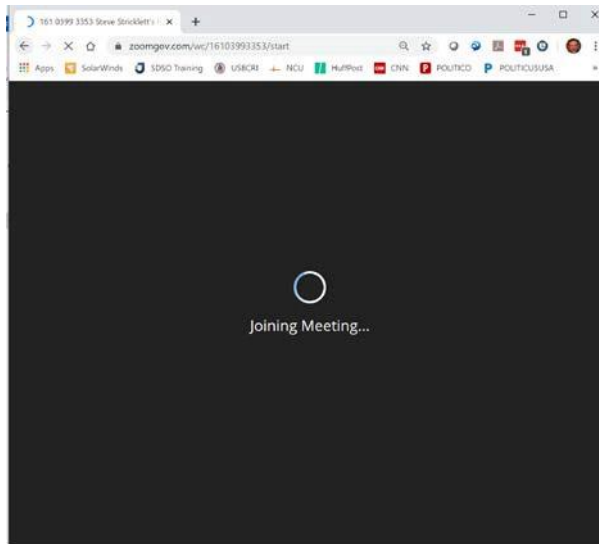


6. Click the link to “[start from your browser](#)” at the bottom of the screen

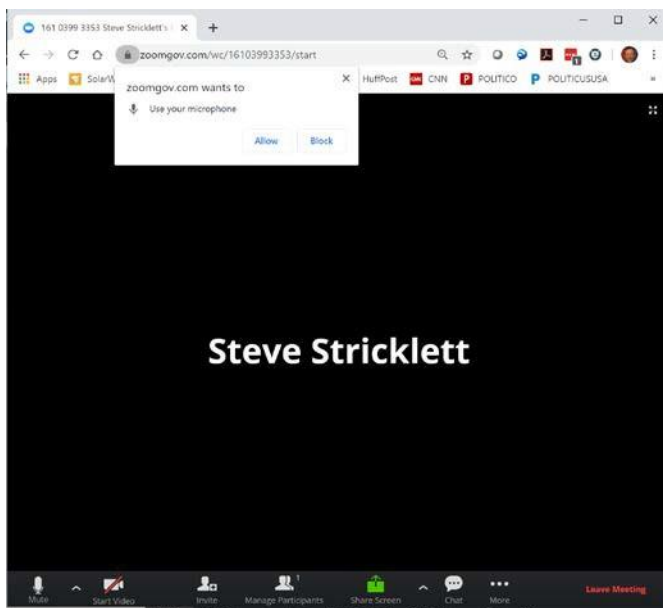


# RHODE ISLAND BANKRUPTCY COURT ZOOM GUIDE FOR ATTORNEY PARTICIPANTS

7. You will be re-directed to the meeting within your web browser.



8. If prompted, click on the "Allow" button so your audio can be used by the ZOOM website



At this time, you have joined a meeting

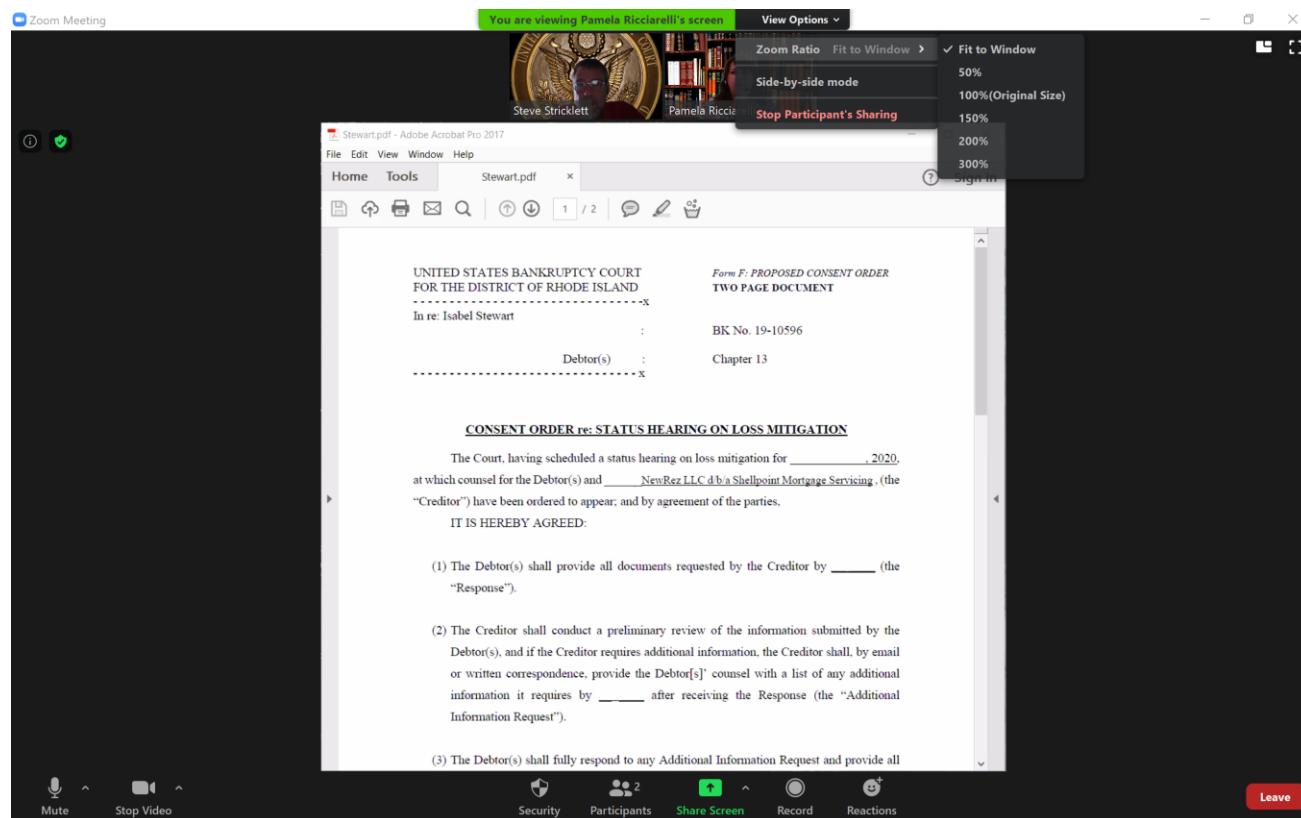
This will be your interface during the ZOOM Web based Video Teleconference

# RHODE ISLAND BANKRUPTCY COURT ZOOM GUIDE FOR ATTORNEY PARTICIPANTS

## Exhibit Presentation and Participant window viewing options

When exhibits are requested and shared by the court for everyone to view, you can choose to setup your screen to allow viewing of all participants in a larger section of the window then is done by default.

If the participants show at the top of the screen, click on the "View Options" toolbar at the top of the screen and select "Side-by-side mode"





# RHODE ISLAND BANKRUPTCY COURT ZOOM GUIDE FOR ATTORNEY PARTICIPANTS

Once in the side by side view, you can adjust how much of the viewing window will be divided between the exhibit and the participants by clicking on the "double-line" adjustment handle, located halfway down in the ZOOMGov meeting window between the two sections (exhibit and participants).

The screenshot displays a Zoom meeting interface. The main window shows a PDF document titled "Stewart.pdf" from Adobe Acrobat Pro 2017. The document is a "Form F: PROPOSED CONSENT ORDER TWO PAGE DOCUMENT" for the "UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF RHODE ISLAND". It is "In re: Isabel Stewart" and "BK No. 19-10596", Chapter 13. The document includes a "CONSENT ORDER re: STATUS HEARING ON LOSS MITIGATION" and lists three items for the court's consideration. A red arrow points from the double-line adjustment handle in the Zoom window to the participant video feeds on the right. The video feeds show Pamela Ricciarelli and Steve Stricklett. The Zoom window has a status bar at the bottom with buttons for Mute, Stop Video, Security, Participants, Share Screen, Record, Reactions, and a Leave button.





# RHODE ISLAND BANKRUPTCY COURT ZOOM GUIDE FOR ATTORNEY PARTICIPANTS

Once the handle is clicked on, you will see the entire separation line. You can then move this to the left increasing the size of the participants window to allow a larger portion of the meeting for the participants.

The screenshot displays a Zoom meeting interface. The main window shows a PDF document titled "Stewart.pdf" from Adobe Acrobat Pro 2017. The document is a "Form F: PROPOSED CONSENT ORDER TWO PAGE DOCUMENT" for the United States Bankruptcy Court for the District of Rhode Island, In re: Isabel Stewart. It includes case details: BK No. 19-10596, Debtor(s) Chapter 13, and a "CONSENT ORDER re: STATUS HEARING ON LOSS MITIGATION". The order text states: "The Court, having scheduled a status hearing on loss mitigation for \_\_\_\_\_, 2020, at which counsel for the Debtor(s) and \_\_\_\_\_ NewRez LLC, d/b/a Shellpoint Mortgage Servicing, (the 'Creditor') have been ordered to appear; and by agreement of the parties, IT IS HEREBY AGREED: (1) The Debtor(s) shall provide all documents requested by the Creditor by \_\_\_\_\_ (the 'Response'). (2) The Creditor shall conduct a preliminary review of the information submitted by the Debtor(s), and if the Creditor requires additional information, the Creditor shall, by email or written correspondence, provide the Debtor(s)' counsel with a list of any additional information it requires by \_\_\_\_\_ after receiving the Response (the 'Additional Information Request'). (3) The Debtor(s) shall fully respond to any Additional Information Request and provide all requested documents to Creditor within \_\_\_\_\_ days after receiving the same from Creditor." A red arrow points to a vertical handle on the right side of the PDF window, indicating it can be moved to adjust the window size. On the right side of the Zoom interface, there is a "Speaker View" section with two participant windows: Pamela Ricciarelli and Steve Stricklett. The bottom of the screen shows the Zoom toolbar with icons for Mute, Stop Video, Security, Participants, Share Screen, Record, and Reactions, along with a "Leave" button.



# RHODE ISLAND BANKRUPTCY COURT ZOOM GUIDE FOR ATTORNEY PARTICIPANTS

Depending on how many people are on the ZOOMGov meeting, the participants viewable size will change accordingly as you slide the dividing handle.

The screenshot displays a Zoom meeting interface. On the left, a PDF document titled 'Stewart.pdf' is open in Adobe Acrobat Pro 2017. The document is a 'Form F: PROPOSED CONSENT ORDER TWO PAGE DOCUMENT' for the 'UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF RHODE ISLAND'. It is 'In re: Isabel Stewart' and 'BK No. 19-10596', 'Chapter 13'. The document contains a section titled 'CONSENT ORDER re: STATUS HEARING ON LOSS MITIGATION' and lists three points of agreement regarding loss mitigation. On the right, two participants are visible in a grid view. The top participant is Pamela Ricciarelli, a woman with dark hair, wearing a headset, with a bookshelf in the background. The bottom participant is Steve Stricklett, a man with glasses, wearing a headset, with a large circular seal of the United States Bankruptcy Court in the background. The Zoom meeting controls at the bottom include Mute, Stop Video, Security, Participants, Share Screen, Record, Reactions, and a red Leave button.

For more information and instructional videos see the Zoom Help Center

<https://support.zoom.us/hc/en-us>