

Remote Connection Hearing Instructions

If your hearing has been scheduled as a remote hearing in an effort to prevent the spread of the coronavirus (COVID-19) please follow these guidelines.

You are not required to participate in this hearing in-person. The hearing will take place remotely using the Zoom.com application. Any party may participate in the hearing using a regular telephone, a computer that is equipped with a microphone, a tablet, or a smart telephone. Please contact the Court at (513) 946-9375 at least one day prior to your hearing to provide accurate contact information to the Court. Please have your notice available to provide the unique code number located on the bottom of the form.

Instructions for Telephone Call In:

The Court will contact you on the day of the hearing at the telephone number provided and provide instructions to participate.

Instructions for iPhone and Android smart phones or tablets:

Go to the "App Store" for iOS or the "Play Store" for Android devices and download the "ZOOM Cloud Meetings app". (You can use the free version of the application.)

Click "Join a Meeting".

Instructions for microphone equipped computers:

Go to Zoom.com and click on the "Join a Meeting Tab" at the top of the web page.

On the day of the hearing, you will be contacted by Court personnel and provided with an access code which will enable you to participate remotely through the Zoom application. Once connected, you will be entered into a waiting room. You will be brought into your hearing when it begins, so please remain in the meeting waiting room until your hearing begins. Only attorneys and parties to the proceeding will be permitted to participate in the hearing.

If you are not contacted within 30 minutes of the scheduled start time of the hearing, please call (513) 946-9375.