



Court of Appeals of Georgia

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Zoom Checklist

- Create a Zoom account;
- Download the Zoom client or application;
- Conduct a test meeting on Zoom to check your microphone and speakers;
- Start a Zoom meeting as the host and invite friends to join it;
- Discuss your lighting, background, audio, and video in your test meeting;
- Consider using courtroom photos as virtual background (on court website);
- Familiarize yourself with Zoom in your test meeting;
- Watch Zoom tutorials on Zoom's website;
- Give your contact information (email, cell phone number) to court personnel;
- Participate in a test meeting with court personnel;
- Create a group email and text group for your oral argument in case of technical difficulties;
- Discuss with court personnel what to do if technical difficulties arise during the argument;
- Practice disconnecting from and rejoining the Zoom meeting with court personnel;
- Practice how exhibits will be shared during the oral argument;
- Make sure you have identified the host of the Zoom oral argument and when to expect receipt of the Zoom oral argument invitation;
- Write down or print out the contact information for court personnel;
- Participate in a moot court using Zoom;
- Join the Zoom oral argument session at the appointed time.