

# Whatcom County District Court

## Helpful Tips for Zoom Hearings

- Familiarize yourself with Zoom application prior to your hearing, by visiting <https://support.zoom.us/hc/en-us/articles/206175806>
- Enter your first and last name when you join the meeting.
- At the time of your hearing, find a quiet, well-lit place for clear and distraction-free audio and video. Turn off TVs, radios, and phone notifications. If there are others around you, try moving to a room with a door you can close.
- If joining by video, find your device's video camera and make sure it is uncovered. Position the camera at eye level so others can see you clearly.
- If possible, make sure your device is plugged into a power source and not running only off battery power.
- Use headphones, if possible, for the best sound quality and the fewest background noises.
- Speak one at a time and pause before speaking in case there is audio or video lag.
- Although this will be a virtual hearing, it is taking place in a courtroom. All rules for courtroom behavior and dress code still apply.

## Remote Hearing Information

### How to Check into your Remote Hearing online.

- 1) Go to <https://www.whatcomcounty.us/420/District-Court>.
- 2) Select the “**Remote Hearing Information**” link from the menu.
- 3) To find the correct Courtroom Zoom link for your hearing click the link for each “Courtroom Hearing List” and find your name. Select the Zoom link for the Courtroom with your name listed.
- 4) If your name is not listed, please call the court at (360)778-5400 for assistance.

When you join the meeting, you will be placed in a Waiting Room. Please be patient. District Court calendars typically have multiple defendants and it may be some time before your case is called. You must be available for up to four hours after your scheduled court.

### Exhibits and Evidence when Appearing via Zoom

If you plan to appear remotely and wish to present evidence or exhibits for your case, documents need to be submitted to the court no less than three business days prior to your scheduled hearing. Please note that any evidence or exhibits presented, also need to be sent to the other party in your case. Exhibits and evidence may be submitted in the following ways:

- **Mail:**  
Whatcom County District Court  
311 Grand Ave Suite 401  
Bellingham, WA 98225
- **Fax:** (360) 778-5401
- **E-Mail:** [DistrictCourtServices@co.Whatcom.wa.us](mailto:DistrictCourtServices@co.Whatcom.wa.us)