



INSTRUCTIONS FOR USING ZOOM CONFERENCING

ONTARIO COURT OF JUSTICE FAMILY- GUELPH

Effective November 16, 2020, the Guelph Family Court will now be hearing matters using **ZOOM Conferencing Software**.

Scheduled proceedings will be heard using this software unless otherwise directed by the court or a Judicial Official, all appearances shall be **AUDIO or VIDEO**. This is in continuing efforts to curb the spread of **COVID 19**, while ensuring the safety of court users, justice system participants, and members of the public by limiting access to courthouses, when possible.

Parties and Counsel are expected to download and become familiar with using this software. The free **APP** is available through **Google Play** and the **Apple Store**.

iPad are also available for use through the Guelph Public Library (Main Branch). No library card is required.

For litigants that do not have the ability to use the **APP** for **VIDEO** appearances, the **Toll-Free number provided**, will allow them to call in from a touch tone phone and participate by **AUDIO** only, using the Meeting ID and Passcode provided.

Call in or Join the Meeting using the attached hyperlink at the designated time set by the court for your proceeding.

Instructions to follow for joining the meeting by ZOOM video: Use the Hyperlink below

<https://ca01web.zoom.us/j/61878972549?pwd=dTBjT2V2TVBidFI5TnMxdFNldUVQdz09>

Meeting ID: 618 7897 2549 PASSCODE: 104104

To Join by Telephone:

Toll Free Number: 1-855 703 8985 (Canada) MEETING ID: 618 7897 2549 PASSCODE: 104104

Please Note: When you call in or use the ZOOM link to connect, you will remain in the “virtual waiting room” until the clerk allows you in to speak to your matter. Please be patient during this time, as other matters are being called. The court will remain diligent to try and get to you as soon as possible.

During your Audio/Video appearance with the court, please call from a private area with minimal background noise. Identify yourself when you speak and do not speak over other participants or the presiding Justice.

The hearing will be recorded as per the Rules of the court.

This link is used for all scheduled remote appearances with the Guelph Family Court and unless otherwise directed, it will not change from day to day. Please save this link so you may use it to connect for your next appearance.