

MAINE JUDICIAL BRANCH

Instructions for Accessing a Court Hearing Using Google Meet

Google Meet will allow access to court hearings through videoconferencing and telephonic calls.

1. For video conferencing, Google Meet can be installed as an application from a smartphone or using your computer's web browser.
2. **Please test your ability to use Google Meet on your phone or computer before the time of your hearing.**
3. At the time of your hearing, open Google Meet. **It is recommended that you use headphones with a microphone** because your computer microphone picks up ambient noises.
4. Open Google Meet. **Enter the code provided on your notice.**
5. By computer: <https://meet.google.com/xxx-xxxx-xxx>
6. By smartphone: xxx-xxxx-xxx
7. If you are using a computer, allow your computer to use the microphone and camera.
8. Your call will ring and the clerk will accept your call.
9. If you enter the call before your hearing time, or if another case is being heard, please mute your microphone until your case is called.
10. To mute your microphone, hover over the image on the screen at the bottom of the screen - this menu will pop up at the bottom:



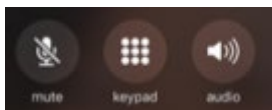
11. Click the microphone to mute, the microphone will turn red with a line crossing through the microphone when you are muted.



12. When your case is called, click the microphone again to unmute.
13. To hang up the call, use the same menu at the bottom of the screen and click the red phone icon.



14. If you don't have access to a computer or otherwise want to join by telephone call, dial the number provided to you on your notice.
15. If you enter the call before your hearing time, or if another case is being heard, please mute yourself from your phone if you have the ability until your case is called.



ADA Notice: The Maine Judicial Branch complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation contact the Court Access Coordinator, accessibility@courts.maine.gov, or a court clerk.

Language Services: For language assistance and interpreters, contact a court clerk or interpreters@courts.maine.gov