

Virtual Admissions

Virtual admission ceremonies will be conducted for eligible candidates on **Monday, June 15, 2020**. Please review the materials herein to ensure your readiness for the remote session.

General Guidelines

Virtual admission ceremonies operate in the same general manner as in-person ceremonies: parties will check-in, and be placed in a virtual waiting area/courtroom gallery, and wait for the ceremony to begin.

At various times throughout the ceremony candidates' audio and video may be streamed on the Court's live feed. Candidates will be expected to appear on camera while taking the oath.

Parties must observe the same rules, practices and etiquette that apply to physical appearances in Court. Parties should appear in a quiet setting and be professionally dressed, and should address the Court in the same manner as if in Court, with specific attention to when the Justices are speaking so that you do not speak over one another.

Please make sure to silence cell phones and minimize any other noise in the immediate vicinity.

Public Viewing

Admission ceremonies will be streamed live for public viewing: ad4.nycourts.gov/go/live

Preparing Your Technology Environment

The court will be utilizing the ZOOM video platform to conduct the remote sessions. You are encouraged to do the following as soon as possible:

- [Install the Zoom Client](#) on the device you will use to connect to the remote session. Ideally you will have access to your email on this device for convenience purposes. Creating a Zoom Account is not required.
- [Review the Joining a Meeting Video Tutorial](#).
- [Join the Zoom Test Meeting](#) and **verify** your audio and video are working as expected.

SIGN IN CREDENTIALS WILL BE PROVIDED AT LEAST ONE HOUR PRIOR TO YOUR SCHEDULED CEREMONY.

DO NOT SHARE OR OTHERWISE ALLOW THESE CREDENTIALS TO BECOME KNOWN TO OTHER PARTIES AS THEY WILL BE ABLE TO IMPERSONATE YOU.

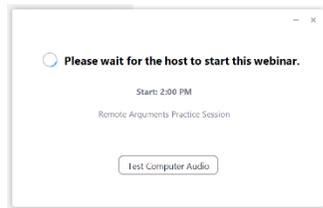


Connecting to the Remote Session

Approximately one hour prior to the scheduled start of the ceremony you will receive an email from "Fourth Department Appellate Division <no-reply@zoom.us>" inviting you to join the remote session.

Click the indicated hyperlink when you are ready to join the session.

Once connected, you will be sent to a "waiting area" until the ceremony is called to order.



Connect by Phone (fallback option)

In the event your computer hardware fails, or you lose internet connection, you may dial in to the remote session by phone. Refer to the confirmation email for a dial-in number, meeting ID, participant ID and password.

It is best to have these details written down so that you may draw from them if the urgent need arises.

Protocol for Technical Failures

If you experience any problems with the connection to the remote session, attempt to reconnect as soon as possible. You may connect to the remote session via Zoom on a desktop computer, tablet or smart phone. If all else fails, you may dial-in.

Signing the Roll of Attorneys

Candidates must subscribe the oath on a PDF form provided by the court and electronically file the same on the date of admission. Candidates should file this via email prior to checking-in for the admission ceremony. The electronically filed document will become part of the Roll of Attorneys.

Check-In 15 Minutes Prior to the Ceremony

Candidates must join the ceremony session at least 15 minutes prior to the scheduled start time.

When the Ceremony Begins

Candidates will automatically connect to the live session and the court attendant will call the court to order. Your camera may be activated but your microphone will be muted.

Taking the Oath

While the Clerk of the Court administers the oath of office your camera and microphone will be activated. Please mute other audio sources to avoid creating background feedback.

