

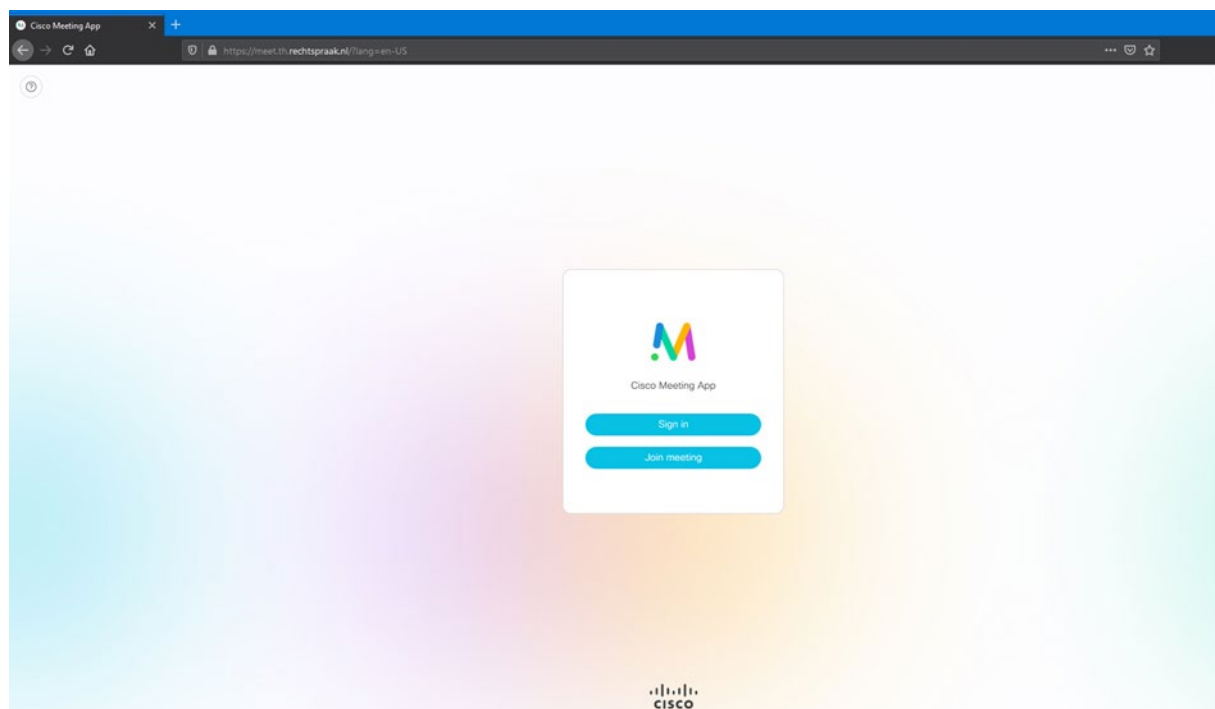


Manual for joining a CMS hearing

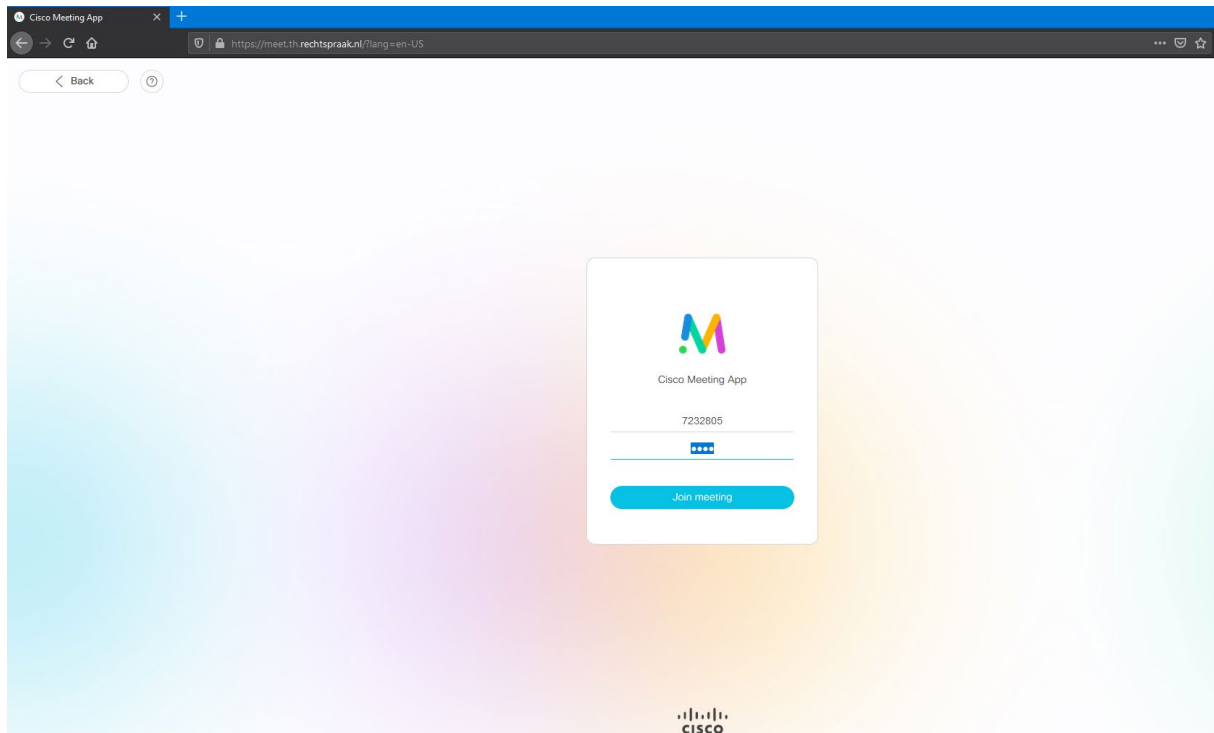
This manual explains how to set up a video connection between the Court's CMS system and another device (iPad, laptop, etc. provided that it is equipped with a microphone and webcam) from outside the Netherlands. Supported browsers are: Edge Chromium, Google Chrome, Mozilla Firefox, Safari and Opera. Always use the most recent version.

Please follow the steps below to join the hearing.

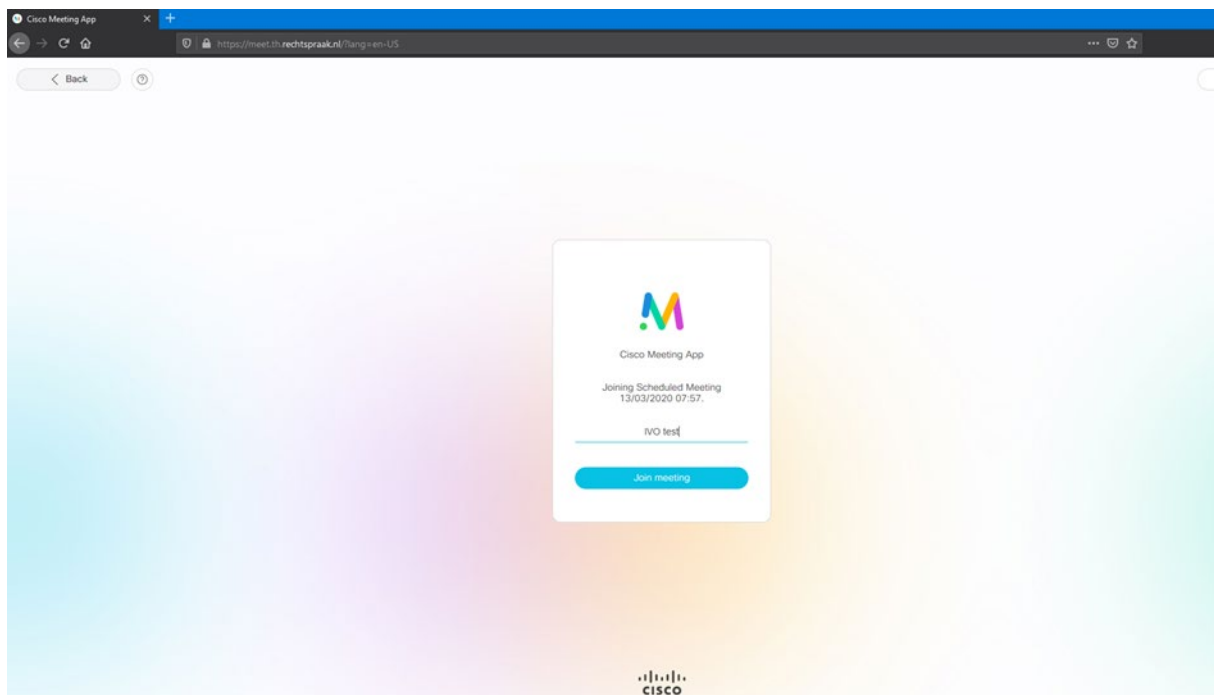
1. In your web browser, go to <https://meet.th.rechtspraak.nl>.
2. The screen below appears.



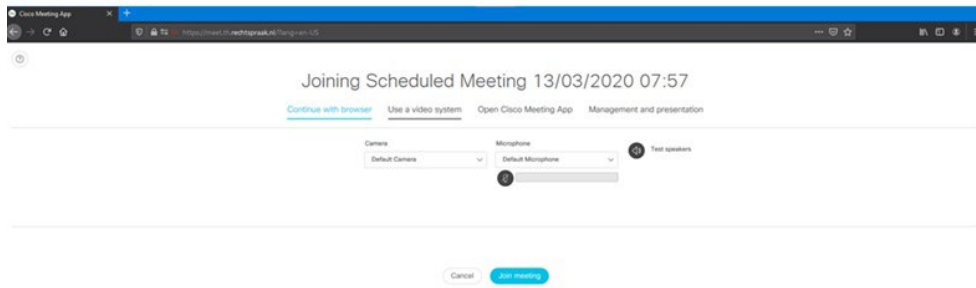
3. Choose Join meeting.
4. The screen below appears.



5. Enter the Call ID (no # key) and the associated PIN (no # key).
6. Click on Continue.
7. Then enter a display name, for example your name and company name.



8. Then choose Join meeting. The connection has been established.
9. You are entering the CMS meeting room. See the screen below.
There may be a notification to activate the webcam / and microphone.



10. You will see the other participants on your screen once they have joined as well and the Court granted you online access to the courtroom.

For further information, click [here](#).

Videoconference rules:

Ordinary courtroom rules apply, but there are some particular rules:

- To prevent any delay participants must access the CMS session no later than 10 minutes in advance. No one will be allowed in after the start of the hearing.
- All participants must be on screen (webcam on) and switch off their microphones when not speaking.
- All mobile phones are on silent mode during the hearing; if lawyers wish to confer with co-counsel or a client, they can do so by instant messaging, or by requesting a short break. During the break the connection is not terminated, but video and audio are switched off.
- Anyone from the public wishing to attend should contact the NCC registry to obtain a login link. All participants must be on screen (webcam on). The microphone is switched off.
- It is not allowed to make a screenshot, photograph or any audio or video recording of the hearing.
- Anyone not in compliance with the rules is removed from the videoconference.

Need support?

If something isn't working properly, please contact your lawyer or the clerk handling your case.