

ZOOM PRE-INVITE INSTRUCTIONS

In preparation for your mediation, please do the following:

Plan accordingly by being in a private area minimizing background noises and disruptions as much as possible. The mediator requests that you all appear with audio and video. If you have not used Zoom before, please go to www.zoom.us to utilize Zoom's support programs for learning to use the program. Zoom has a very helpful website. Attorneys and Clients should test the platform well before joining the meeting to assure the audio and video are working. Please plan on joining promptly at the scheduled time.

The following rooms will be utilized in our Zoom mediation:

- a Main Room for the initial appearance after you join the session from the virtual waiting room,
- a Petitioner/Plaintiff Room,
- a Respondent/Defendant Room,
- and an Attorneys' Lounge.

Your mediator will be host and able to join all rooms and go back and forth between rooms. Communications within each room will be limited and private to those with access to that room.

If for some reason you get disconnected, please go back to the Zoom-invitation email and rejoin (note all chat history will be lost). No recordings will be made without the prior consent of all participants.

Your patience and understanding is greatly appreciated. If you have questions prior to the mediation, please call my case manager, Jessica Morgan, at 626. 626.469.5070. We look forward to seeing you at the mediation.