

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	NOTICE OF HEARING WITH REMOTE PARTICIPATION	CASE NO. and JUDGE
--	--	---------------------------

Court address _____ **Court telephone no.** _____

Plaintiff's name, address, and telephone no.	v	Defendant's name, address, and telephone no.
Plaintiff's attorney, bar no., address, and telephone no.		Defendant's attorney, bar no., address, and telephone no.

In the matter of _____

TAKE NOTICE: A hearing will be held on _____, before _____, before _____ using the remote access technology explained below, for the following purpose: _____

Date and time

Judge/Referee/Magistrate

Technical instructions for participating in the remote hearing:

SEE ATTACHED

Please confirm that you can participate remotely by e-mailing the court at _____ or calling the court at _____.

E-mail address

Telephone no.

If you require accommodations to use the court because of a disability, or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

General guidelines for participation in a remote court hearing:

- Download and become familiar with the program being used for the hearing, and test the video, microphone, and speaker controls.
- If you are having technical issues, please review any technical support provided by the program or application.
- Find a space that will have as few interruptions as possible. If you will be using video, make sure there is good lighting.
- The remote court hearing is a court proceeding and therefore an extension of the courtroom — appropriate conduct and attire is required. The judge has control over the proceedings and participants as if they were present in the actual courtroom.
- The information on this form to join the hearing may only be used by you to participate in the hearing.



Remote Party or Attorney,

You are scheduled to participate in a virtual court proceeding with the Probate Court for case _____ on _____.

It is your obligation and responsibility to ensure that you have the equipment and networking needed for a successful call. If you are a party and unable to participate, you must contact your attorney and reply to this email to alert the court.

Technical Responsibilities: The court does not provide technical assistance for testing or troubleshooting. In addition, the court does not provide time during court proceedings to troubleshoot issues. It is your responsibility to insure that your connection works, before your court date.

Testing Windows, Apple, or Android devices: Directions for testing your device and networking prior to the proceeding can be found at <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video>

Technical Support: The court uses Zoom meeting services for the Virtual Courtroom Experience. If you are having TECHNICAL issues with your equipment you should review Zoom training and support materials at Zoom.us. Please understand Zoom is an independent service provider and will have NO knowledge of your court case or legal issues.

Local Court Policy:

- The call is a court proceeding and therefore an extension of the courtroom. Appropriate conduct and attire is required.
- Remote participants should use a good WiFi connection or a substantial LTE mobile data plan to ensure a quality connection. (Note: mobile data use may incur substantial cellular carrier charges which are the responsibility of the remote participant.)
- Remote participants must use a private and quiet room that will be free of interruptions. (outdoors, car, or public places are not permitted.) Also, video meetings need good, consistent lighting. Avoid rooms with bright windows and / or back-lighting.
- Remote participants must place their mobile devices on a solid surface with the camera at eye level. Do not hand-hold mobile devices and do not lay phones or tablets flat on a desk or tabletop!
- Remote participants should take time prior to the call to become familiar with the controls. Test the mic and speaker controls.
- If the court determines the quality of the video experience is not acceptable, it has the right to terminate the call.
- The judge has full power over remote participants as if they were present in the physical courtroom.

Connecting to the Virtual Courtroom at the time of the proceeding:

- **Polycom Systems (Courtrooms, Jails, etc.):** Dial 162.255.37.11## _____
- **Desktop PCs and Laptops:** Go to the Zoom Web Site (zoom.us). Click on “Join a Call”. Join using Meeting ID _____
- **Tablets and Phones (Apple and Android):** Install the Zoom App from the App Store or Play Store prior to the call. At the time of the call launch the Zoom app and join using meeting id _____
- **Phone Call Only:** Call 646 876 9923 or 669 900 6833 and connect using meeting id _____