

STATE OF MICHIGAN PROBATE COURT COUNTY OF	NOTICE OF HEARING	FILE NO.
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In the matter of _____
First, middle, and last name

TAKE NOTICE: A hearing will be held on _____ at _____,
Date Time

at _____ before Judge _____
Location Bar no.

for the following purpose(s): (state the nature of the hearing)

**THIS HEARING WILL BE CONDUCTED REMOTELY USING ZOOM VIDEO/AUDIO
 CONFERENCING. PLEASE FOLLOW THE ATTACHED INSTRUCTIONS FOR UTILIZING
 ZOOM.**

If you require special 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.

	<small>Date</small>	
<small>Attorney name</small>	<small>Bar no.</small>	<small>Petitioner name</small>
<small>Address</small>		<small>Address</small>
<small>City, state, zip</small>	<small>Telephone no.</small>	<small>City, state, zip</small>
		<small>Telephone no.</small>

USE NOTE TO COURT: If this hearing is for a guardianship matter involving an Indian child as defined in MCR 3.002(12), you must comply with MCR 5.109(2).

USE NOTE: If this form is being filed in the circuit court family division, please enter the court name and county in the upper left-hand corner of the form.

Do not write below this line - For court use only



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 _____