

STATE OF MICHIGAN  
PROBATE COURT  
COUNTY OF GENESEE

**Request to Appear Remotely  
(by Zoom) for Hearing**

FILE NO.

In the matter of \_\_\_\_\_

I, \_\_\_\_\_, am requesting to appear remotely via *Zoom* video/audio conferencing for the following court hearing:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

I cannot appear in-person for the hearing because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I understand that this request is subject to the Court's approval. I further understand that if my request is approved, it is my responsibility to follow the attached instructions and appear by *Zoom* on the date and time of the court. Although the hearing is scheduled for a specific time, I understand the case might not be called immediately and I may need to be prepared to be available up to 60 minutes after the time scheduled for the hearing.

I further understand that the file must be complete and in order for hearing, with appropriate notice to all interested parties in compliance with Michigan Court Rules, for the Court to hear the case.

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

**PLEASE FOLLOW THE ATTACHED INSTRUCTIONS FOR USING ZOOM VIDEO/AUDIO CONFERENCING.**

Do not write below this line - For court use only

Approved? [ ] YES [ ] NO

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

# Genesee County Probate Court

900 S. Saginaw Street, Rm. 502

Flint, MI 48502



Remote Party or Attorney,

It is your obligation and responsibility to ensure that you have the equipment and networking needed for a successful call.

**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](https://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 light 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## 3202212274
- **Desktop PCs and Laptops:** Go to the Zoom Web Site ([zoom.us](https://zoom.us)). Click on "Join a Call". Join using Meeting ID: 3202212274
- **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 the meeting ID 3202212274
- **Phone Call Only:** Call 646 876 9923 or 669 900 6833 and connect using meeting ID 3202212274