

<b>STATE OF MICHIGAN JUDICIAL DISTRICT 17<sup>th</sup> JUDICIAL CIRCUIT KENT COUNTY</b>	<b>PRO CON NOTICE OF HEARING WITH REMOTE PARTICIPATION</b>	<b>CASE NO. and JUDGE</b>
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**Court address** 180 OTTAWA AVE NW **Court telephone no.**  
616 632-5480

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  
Date and time

**Referee** \_\_\_\_\_ using the remote access technology explained below, for the  
Judge/Referee/Magistrate  
following purpose: \_\_\_\_\_

Technical instructions for participating in the remote hearing:  
Please insert the **Meeting ID:** \_\_\_\_\_ **(Enter Meeting ID from website)** of the hearing you will be attending.

See page two for more information on how to attend your Zoom Hearing.

Date: \_\_\_\_\_ Signature of Moving Party: \_\_\_\_\_

CERTIFICATE OF MAILING

I certify that on this date I served a copy of this notice of hearing on the parties or their attorneys by first-class mail addressed to their last-known addresses as defined by MCR 2.107(C)(3).

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

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.

### **Connecting to the Virtual Court Room at the time of the proceeding:**

Windows Desktop PCs and Laptops: Go to the Zoom Web Site (zoom.us). Click on "Join a Call". Join using **Meeting ID:** \_\_\_\_\_ **(Enter Meeting ID from website)**

Apple and Android Tablets or Phones: Install the Zoom App from the Apple or Android Store prior to the call. Launch the Zoom app at the time of the call and join using **Meeting ID:** \_\_\_\_\_ **(Enter Meeting ID from website)**

Phone Call Only: Call 646 876 9923 or 669 900 6833 and join using **Meeting ID:** \_\_\_\_\_ **(Enter Meeting ID from website)** (toll charges may apply depending upon your phone service)

### **Local Court Policy:**

- The call is a court proceeding and therefore an extension of the court room and appropriate conduct and attire is required.
- Remote Participants must use a private and quiet room that will be free of interruptions. (Outdoor, car, or public places are not permitted.) Also, video meetings need good, consistent lighting so 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!
- The court has the right to terminate the call / proceeding if the video experience is not acceptable.
- The judge has control over the proceeding and participants as if they were present in the physical court room

### **Participant Technical Responsibilities:**

- The court does not provide technical assistance for testing or troubleshooting. Additionally, the court does not provide time during court proceedings to troubleshoot issues.
- 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->
- Remote Participants should take time prior to the call to become familiar with the Zoom controls and test your devices mic and speaker controls.
- If you are having technical issues with your equipment you should review Zoom training and support materials at Zoom.us.
- Remote participants should use a good LAN, WiFi, or substantial LTE connection to ensure a quality call. (Note: Mobile data use may incur cellular carrier charges which are the responsibility of the remote participant.)

### **Live-Streamed on YouTube:**

- This hearing will be live-streamed on YouTube to permit public access. The court has ordered that no recording of the Zoom hearing or of the live-stream is permitted by anyone inside or outside the virtual courtroom. Violators may be subject to contempt of court.