

STATE OF MICHIGAN  
PROBATE COURT  
COUNTY OF \_\_\_\_\_

NOTICE OF HEARING

FILE NO. \_\_\_\_\_

In the matter of \_\_\_\_\_  
First, middle, and last name

**TAKE NOTICE:** A hearing will be held on \_\_\_\_\_ at \_\_\_\_\_ ,  
180 Ottawa Ave NW, Grand Rapids, MI 49503 - Courtroom 9C  
at \_\_\_\_\_ and via Zoom\* before Judge \_\_\_\_\_ ,  
Location Bar no.

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

*\*You may attend this hearing in person or participate remotely via Zoom. Instructions for connecting via Zoom are located below.*

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.

|                  |               |                  |               |
|------------------|---------------|------------------|---------------|
| _____            | _____         | _____            | _____         |
| Attorney name    | Bar no.       | Petitioner name  |               |
| _____            | _____         | _____            | _____         |
| Address          |               | Address          |               |
| _____            | _____         | _____            | _____         |
| City, state, zip | Telephone no. | City, state, zip | Telephone no. |

**ZOOM INSTRUCTIONS PLEASE CONNECT 15 MINUTES BEFORE YOUR SCHEDULED HEARING**

To participate in the hearing, you must connect to the Court's Zoom meeting room. Below are the instructions for connecting from a smartphone, tablet, telephone, personal computer, or Polycom system. To limit interruptions, please mute your device if your case is not being heard. You must disconnect from the meeting when your matter is concluded. The call is a court proceeding, and therefore appropriate conduct and attire is expected and required.

**1. Smartphone or Tablet** - This option requires an Apple or Android device and an Internet connection. First, download the Zoom app in the Apple Store or Play Store, launch the app, tap "Join a Meeting," enter the meeting ID in the Meeting ID field (3077383774), and enter your name in the "Personal Link name" field. Ensure that the both join options are toggled off (i.e. "Don't connect to audio," and "Turn off my video"). Ensure that your device has the microphone (audio) and camera (video) turned on. Next, tap "Join." Under the prompt, "To hear others please join audio," select "Wifi or Cellular Data" or "Dial in."

**2. Telephone (audio only)** - Call (646) 876-9923 or (669) 900-6833 and enter the meeting ID (3077383774), and press #.

**3. PCs and Laptops** - This option requires an Internet connection. Go to [www.zoom.us](http://www.zoom.us). Click "Join a Meeting." Enter the meeting ID (3077383774). Follow the download instructions. Select "Join with Computer Audio" (to use the computer's microphone) or "Phone Call" (to call separately on a telephone).

**4. Polycom Systems** - From a Polycom system, dial: "162.255.37.11##3077383774" or "3077383774@162.255.37.11" to connect to the hearing.