

STATE OF MICHIGAN 37TH CIRCUIT COURT FAMILY DIVISION CALHOUN COUNTY	NOTICE OF VIRTUAL HEARING VIA ZOOM	CASE NO. IN MATTER OF:
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Justice Center, 161 East Michigan Avenue, Battle Creek, MI 49014

(269) 969-6732

The Court is open to the public, but you may appear via zoom unless the Court has specifically instructed you to appear in person. You are responsible to ensure you have a good connection and are able to fully hear and participate in your hearing. If you have an attorney, you should talk to them about how you will appear prior to the hearing. Counsel and parties must appear in the same format or be able to communicate outside of the presence of the Court if they are in different formats. Counsel must meet with their clients in advance of hearings. If you have not talked to your attorney, CALL THEM NOW to discuss your hearing.

You are to join the virtual court room proceeding at the date and time listed above. Directions for joining the call are included below.

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

- Polycom Systems (Court Rooms, Jails, etc.): Dial 162.255.37.11##9980945264.
- Windows Desktop PCs and Laptops: Go to the Zoom Web Site (zoom.us). Click on “Join a Call”. Join using Meeting ID 9980945264.
- 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 9980945264.
- Phone Call Only: Call 646 876 9923 or 669 900 6833 and join using Meeting ID 9980945264 (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 power 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).

If you have any questions, please call Judge’s assistant, Gail Duckworth, at 269-969-6510. Note, due to building closures, it may take 24 hours for calls to be returned. Thank you for your patience and assistance during these unprecedented times, as we continue to find creative ways to continue to serve you.