

NOTICE OF VIRTUAL HEARING VIA ZOOM

You are scheduled to appear for a court event that will be held via zoom. Directions for joining the virtual hearing are included below.

Connecting to the Virtual Hearing at the time of the proceeding:

- **Windows Desktop PCs and Laptops:** To join either click on this link: Insert link from event invitation OR go to the Zoom Web Site (zoom.us). Click on "Join a Call". Join using the Meeting ID provided on your notice.
- **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.
- **Phone Call Only:** Call 646 876 9923 or 669 900 6833 and join using Meeting ID (toll charges may apply depending upon your phone service).

When you enter the zoom hearing you will be placed in a virtual waiting room. When the Court is ready to conduct your hearing, they will admit you into the virtual courtroom.

Participant Technical Responsibilities:

- The court does not provide technical assistance for testing or troubleshooting.
- 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.)

Zoom Hearing Decorum

- 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.
- Limit distractions for you and the other participants to the best of your ability.

If you have any questions, or an inability to appear remotely, please call the 10th District Court at (269) 969-6666 or email at: dccriminal@calhouncountymi.gov