

NOTICE TO APPEAR BY  
ZOOM or TELEPHONE

161 E. Michigan Avenue, Battle Creek, MI 49014 Telephone No: (269) 969-6518 Fax No: (269) 969-6922

Plaintiff:	vs.	Defendant:
Attorney for Plaintiff:		Attorney for Defendant:

INTERESTED PARTIES:

**PLEASE TAKE NOTICE THAT due to the Coronavirus Disease (COVID-19), PARTIES ARE NOT TO APPEAR IN PERSON for the hearing for which you have been noticed to appear in the attached Motion/Notice of Hearing.** Instead, all hearings will be conducted via Zoom teleconference/videoconference or telephone.

At least 5 minutes before your scheduled hearing, do one of the following to join the hearing:

- **Windows Desktop PCs and Laptops:** Go to the Zoom Web Site (zoom.us). Click on "Join a Call." Join using Meeting ID (Pick the number from the list below corresponding to referee/judge on the Motion/Notice of Hearing):
  - Judge Yost Johnson: 998-094-5264.
  - Judge Kirkham: 712-729-0704
  - Referee Crotteau: 960-367-2183
  - Referee Delmont: 201-902-1600
  - Referee Synder: 315-911-6592
  - Referee Netz: 834-285-0929
- **Apple and Android Phones or Tablets:** 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 (number corresponding to referee/judge)
- **Landline Phone Call Only:** Call 646-876-9923 or 669-900-6833 and join using Meeting ID (number corresponding to referee/judge) (toll charges may apply depending upon your phone service)
- **Polycom Systems (Court Rooms, Jails, etc.):** Dial 162.255.37.11## (number corresponding to referee/judge)

<p><b>Notice of Remote Party Technical Responsibilities:</b></p> <ul style="list-style-type: none"><li>• The court does not provide technical support for testing or troubleshooting.</li><li>• The court does not provide time during court proceedings to troubleshoot issues.</li><li>• Directions for testing your device and networking prior to the proceeding can be found at zoom.us</li><li>• Participants should learn Zoom controls and test prior to the call.</li><li>• Remote participants must use a good LAN, WIFI, or LTE connection to ensure a quality call.</li></ul>	<p><b>Notice of Remote Party Etiquette:</b></p> <ul style="list-style-type: none"><li>• The call is a court proceeding and an extension of the courtroom. Appropriate conduct and attire are required.</li><li>• The judge/referee has power over the proceeding and participants as if they were present in the courtroom</li><li>• Remote participants should use a private, quiet room.</li><li>• Also, video meetings need good, consistent lighting so avoid rooms with bright windows and/or back-lighting.</li><li>• Remote participants must place their mobile devices on a solid surface with the camera at eye level.</li><li>• The court has the right to terminate the call/proceeding if the video experience is not acceptable.</li></ul>
---	--

**CERTIFICATE OF MAILING**

The Undersigned hereby certifies that on this date a copy of this Notice to Appear by Zoom or Telephone, along with the moving party's Motion and Notice of Hearing, was mailed by ordinary mail to all interested parties to their last known addresses.

\_\_\_\_\_  
Moving Party's Signature.