

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. The password for your meeting is 1111.

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

- Windows Desktop PCs and Laptops: To join go to the Zoom Website at Zoom.us. Click on "Join a Meeting." Enter the Meeting ID number provided on your notice and click "Join."
- 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 court hearing. Click "Join". Type in the Meeting ID from the Court's Notice To Appear and click "Join".
- Phone Call Only: Call 646 876 9923 or 669 900 6833 and join using the 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 quality call. (NOTE: Mobile data use may incur cellular carrier charges which are the responsibility of the remote participant).

If you have any questions, or an inability to appear remotely, please call the 10th District Court or (269) 966-6666 or email at: DCCriminal@calhouncountymi.gov.