

Dear Remote Court Participant,

You are to join a virtual court room proceeding with the 44th/53rd Circuit/District Court for on (DATE) at (TIME) a.m./p.m.

It is your obligation and responsibility to ensure you have the equipment and networking needed for a successful call. If you are unable to appear you must contact your attorney and reply to this email to alert the court.

Technical Responsibilities: The court does not provide technical assistance for testing or troubleshooting. In addition, the court does not provide time during court proceedings to troubleshoot issues. It is your responsibility to ensure that your connection works, before your court date.

Testing Windows, Apple, or Android devices: 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->

Technical Support: The court uses Zoom meeting services for the Virtual Court Room experience. If you are having TECHNICAL issues with your equipment, you should review Zoom training and support materials at Zoom.us. Please understand Zoom is an independent service provider and will have NO knowledge of your court case or legal issues.

Local Court Policy:

- The call is a court proceeding and therefore an extension of the court room. Appropriate conduct and attire is expected and required.
- Remote participants should use a good WiFi connection or a substantial LTE mobile data plan to ensure a quality connection. (Note: Mobile data use may incur substantial cellular carrier charges which are the responsibility of the remote participant.)
- 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. Rooms with bright windows and/or back-lighting should be avoided.
- Remote Participants must place their mobile devices on a solid surface with the camera at eye level. Do not use hand-held mobile devices and do not lay phones or tablets flat on a desk or tabletop.
- Remote Participants should take time prior to the call to become familiar with the controls and test the microphone and speaker controls.
- If the court determines the quality of the video experience is not acceptable, the court may terminate the call.
- The Judge has full control over remote participants as if they were present in the physical court room.

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

- Polycom Systems (Court Rooms, Jails, etc.): Dial 162.255.37.11## (INSERT COURT PMR#)
- Desktop PCs and Laptops: Go to the Zoom Web Site (zoom.us). Click on “Join a Call.” Join using Meeting ID (INSERT COURT PMR#) and password: (INSERT MEETING PASSWORD) .
- Tablets and Phones (Apple and Android): Install the Zoom App from the App Store or Play Store prior to the call. At the time of the call, launch the Zoom app and join using Meeting ID (INSERT COURT PMR#) and password: (INSERT MEETING PASSWORD) .
- Phone Call Only: Call 646 876 9923 or 669 900 6833 and connect using Meeting ID (INSERT COURT PMR#) and password: (INSERT MEETING PASSWORD) .