

# GRATIOT PROBATE AND 29<sup>TH</sup> CIRCUIT FAMILY DIVISION

## Virtual Court Proceedings

As required by the current Public Health Executive Orders and as authorized by the Administrative Orders of the Michigan Supreme Court, effective until further notice, the Court is conducting hearings by remote technology. In order to conduct court proceedings during COVID-19 access restrictions, you are requested to join the virtual court room proceeding. If you are unable to appear remotely using the technology identified below, please notify the court immediately by email at [probatecourt@gratiotmi.com](mailto:probatecourt@gratiotmi.com) or phone at 989-875-5231 to alert us of the issue.

### Instructions for Connecting to the Virtual Court Room at the time of the proceeding:

- Polycom Systems (Court Rooms, Jails, etc.): Dial **162.255.37.11##9899229718** (This is the Zoom Meeting ID)
- Windows Desktop PCs and Laptops: Go to the Zoom Web Site ([zoom.us](https://zoom.us)). Click on "Join a Call". Join using Meeting ID **9899229718**
- 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 **9899229718**
- Phone Call Only: Call 646-876-9923 or 669-900-6833 and join using Meeting ID **9899229718**

### 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](https://zoom.us).
- Remote participants should use a good LAN, Wi-Fi, 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.)

### Virtual Courtroom Etiquette

- This a court proceeding and therefore an extension of the courtroom 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 authority over the proceeding and participants as if they were present in the physical court room.