

## **VIDEO HEARINGS IN THE 89<sup>TH</sup> DISTRICT COURT WITH MAGISTRATE CHRISSEY DELEKTA**

YOU HAVE BEEN GIVEN NOTICE TO APPEAR AT A SPECIFIED DATE AND TIME FOR A VIRTUAL COURTROOM PROCEEDING THROUGH ZOOM VIDEO (AT NO COST TO YOU). FOLLOW THESE INSTRUCTIONS. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE COURT AT 989-734-2411.

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

- Polycom Systems (Courtrooms, Jails, etc.): Dial 2597973277@162.255.37.11
- Windows Desktop PCs and Laptops: Go to the Zoom Web Site (zoom.us). Click on "Join a Call". Join using Meeting ID 2597973277
- 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 2597973277
- Phone Call Only: Call 646 876 9923 or 669 900 6833 and join using Meeting ID 2597973277 (toll charges may apply depending upon your phone service). DO NOT USE THIS OPTION WITHOUT PRIOR PERMISSION FROM THE COURT.

### **Local Court Policy:**

- The call is a court proceeding and an extension of the courtroom, so appropriate conduct and attire is required.
- If you are an attorney at a different location from your client, be sure to meet with your client before the hearing.
- 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 handhold mobile devices and do not lay phones or tablets flat on a desk or tabletop.
- Join the meeting at the designated time. Do not join late because it has a ripple effect on other cases scheduled that day. Do not join early because the prior case might still be wrapping up. If you join a meeting and something else is happening in the virtual courtroom, wait silently until you are called upon.
- 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 courtroom.

### **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 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.)