



State of Michigan  
36<sup>th</sup> District Court  
421 Madison  
Detroit, MI 48226-2358  
Phone: (313) 965-8624 Fax: (313) 967-7551  
36thdistrictcourt.org

**DO NOT REPORT TO THE COURTHOUSE FOR THIS HEARING**

Dear Remote Parties:

The 36<sup>th</sup> District Court uses Zoom meeting services to conduct virtual courtroom proceedings.

**Do not report to the Courthouse for this hearing.** You must connect to the virtual courtroom at the time of the proceeding.

Choose one of the three methods below to connect to the virtual court room at the time of the proceeding:

**CONNECTING TO THE VIRTUAL COURT ROOM AT THE TIME OF THE PROCEEDING:**

**Desktop PCs and Laptops:** Go to the Zoom Web Site (zoom.us). Click on “Join a Call”. Join using Meeting ID: **360-XXX-0000**.

**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: **360-XXX-0000**.

**Phone Call Only:** Call 929-436-2866 and connect using Meeting ID: **360-XXX-0000**.

You have been scheduled for a virtual court room proceeding with the 36<sup>th</sup> District Court **for Courtroom XXX Courtroom Phone Number: 313-965-XXXX before Judge XXXX**.

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 at this virtual court hearing, you must contact your attorney and reply to this notice to alert the Court. **If you are unable to appear for this virtual court hearing and you do not have an attorney, you must notify the Court by calling (313) 965-XXXX.**

**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 the Zoom training and support materials at: <https://www.zoom.us/>. Please understand that Zoom is an independent service provider and will have NO knowledge of your court case or legal issues.

**Local Court Policy:**

- A virtual court room proceeding and/or teleconference is a court proceeding and therefore an extension of the court room and appropriate conduct and attire are 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, 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 hold mobile devices in your hand and do not lay phones or tablets flat on a desk or table top.
- 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, it has the right to terminate the call.
- The judge has full power over remote participants as if they were present in the physical court room.