

STATE OF MICHIGAN CIRCUIT COURT--FAMILY DIVISION THIRD JUDICIAL CIRCUIT WAYNE COUNTY	ZOOM HEARING INSTRUCTIONS	CASE NO. PETITION NO.
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Court address: 1025 E. Forest Ave., Detroit, MI 48207

Court Telephone No.: (313) 833-5600

1. In the matter of:

As ordered by the Michigan Supreme Court, to prevent the spread of COVID-19 court proceedings will be conducted remotely by ZOOM video and/or audio conference. These instructions will help you participate in the ZOOM hearing scheduled on the enclosed JC 45 Notice of Hearing.

PRIOR TO THE HEARING: For Android and Apple phones and tablets, download the Zoom Cloud Meetings app. A ZOOM account is not required to enter the ZOOM hearing. **In advance of your hearing**, test your device and internet connection by clicking on the app and joining a test meeting at: <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>.

IMPORTANT: If you do not have access to the ZOOM app (for example, you do not have WiFi or internet access) **or if you require an interpreter**, call the court telephone number at the top of this page immediately to obtain help. Press “3” when prompted, and have a pen and paper ready. Do not wait until the date and time of the scheduled court hearing to call!

TO JOIN THE COURT ZOOM HEARING on the scheduled date and time: **15 minutes before** the scheduled hearing time, go to <http://www.3rdcc.org/zoom/family-division-juvenile>. Scroll down the page to the Courtroom list, locate the assigned jurist on your case, and then click on "Join Meeting" next to the jurist's name. Enter your name and the case name when asked for "**Your Name,**" for example, "Joe Doe, Doe Minors." You will be connected to the hearing. Upon connecting, you will be immediately placed in a virtual waiting room until your court hearing begins. Your audio will be temporarily **muted** until court staff brings you into the virtual hearing. **Do not hang up or leave the meeting.** Once you are brought into the hearing, **wait for the Court to unmute your line before you speak.**

IMPORTANT: If you have problems joining the ZOOM hearing on the date of your proceeding, please call the court telephone number at the top of this page for help. Have a pen and paper ready.

REMINDERS:

NO RECORDING: Recording of the ZOOM hearing is not allowed, except by the Court.

Courtroom decorum rules still apply. Participants must be appropriately dressed, and must speak and act as if they were in the courthouse. Please ensure that you are participating from a location that is quiet, tidy, and well lit. Do not eat, drink, or chew gum during the hearing.

How to participate: ZOOM hearing participants must keep their voices up and speak slowly, clearly, and only when prompted to make a good record of the proceeding. The Court may end the ZOOM hearing if the audio or visual is not acceptable.

Who can participate: Only respondents (including minors), parents (including minors), attorneys, workers, and scheduled witnesses (including minors) will be allowed to participate in the ZOOM hearing. **Other minor children may not hear or oversee the ZOOM hearing.**

Information needed. For the limited purpose of notifying you of future court dates and times by text or email, we will ask your permission to complete a confidential form (MC 505) with your cell phone number and email address, if you and your Counsel agree. Please have the information ready at the ZOOM hearing.

Additional Information for Attorneys and Workers:

All court reports and stipulated exhibits must be submitted to the assigned jurist seven (7) days prior to hearing/trial; they must be submitted to the courtroom email address listed in the Zoom Virtual Meetings/Family Division Juvenile page of the Third Circuit Court website.