

REPLACE RED HIGHLIGHTS WITH RELEVANT INFORMATION WHICH WILL BE SENT PRIOR TO THE EVENT

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: Contact Brandon Rowells by replying to this email or calling **(248)452-9489** to schedule a test call before the scheduled hearing. 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 and appropriate conduct and attire is expected and required.
- Remote participants should use a wired connection, a strong Wi-Fi 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 also need good, consistent lighting so avoid rooms with windows or bright lights in the background.
- 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!
- Remote Participants should take time prior to the call to become familiar with the controls and test the mic 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.

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

- **Join links:**
- *From browser:* www.zoom.us -> Join Meeting (You will be prompted to enter the 10 digit meeting id)
- *From telephone:* (646)876-9923 (You will be prompted to enter the meeting id)
- *From iOS / Android:* Download Zoom from App Store

Desktop PCs and Laptops: Go to the Zoom Web Site (zoom.us). Click on “Join a Call”. Join using Meeting ID **xxx xxx xxxx** OR click the following link: <https://miscao.zoom.us/j/xxxxxxxxxx>

- 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 **xxxxxxxxxx**
- Audio-only via Telephone: Call (646) 876 9923 or (669) 900 6833 and connect using meeting id **xxx xxx xxxx**

Note: PMR is Personal Meeting Room id