

Plaintiff	YOU ARE DIRECTED TO APPEAR
v	You are directed to join this virtual courtroom proceeding. If you are unable to appear, you must contact the court immediately at 231-843-4791 . Connection instructions appear below.
Defendant	<p style="text-align: center;">BEFORE REFEREE AGNES JURY</p> <p>The call is a court proceeding and a record is being made. The judge presides over the proceeding and has power over the participants <i>as if they were present in the physical courtroom.</i></p>

These are your technical responsibilities in preparation for the call¹:

- Review Zoom training and support materials at Zoom.us to familiarize yourself with Zoom controls and to resolve any technical issues you may experience with your equipment.
- Test your device's microphone and speaker controls ahead of time; for directions, go to <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->
- Use a good LAN, Wi-Fi, or substantial LTE connection to ensure a quality call.²

- **For better audio quality and to eliminate feedback, if possible, use a headset or earbuds; if not, reduce the external-speaker volume to the lowest possible setting that you can still hear. If able, mute your microphone whenever you are not speaking.**

YOU MUST EXHIBIT PROPER COURTROOM DECORUM DURING THE CALL:

- Appropriate attire is required.
- **Parties must speak slowly, clearly, and audibly, and must not interrupt or talk over other speakers.**
- Remote participants must use a private and quiet room that will be free of interruptions and has good, consistent lighting. Avoid rooms with bright windows and/or backlighting.
- 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.

- **When joining the call, change the default username to your first and last name typed in all caps. Join the call with audio and video enabled.**

HOW TO CONNECT TO THE VIRTUAL COURTROOM AT THE TIME OF THE PROCEEDING:

- **Polycom Systems:** Dial 162.255.37.11##748 290 5158
- **Windows Desktop PCs and Laptops:** Go to the Zoom website (zoom.us). Click on "Join a Call." Join using Meeting ID **748 290 5158**.
- **Apple and Android Tablets or Phones³:** 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 **748 290 5158**.
- **Phone Call Only:** Call 646-876-9923 or 669-900-6833 and join using Meeting ID **748 290 5158**.

¹ The court does not provide technical assistance for testing or troubleshooting, nor does it provide time during court proceedings to troubleshoot issues.

² The court has the right to terminate the call/proceeding if the video experience is not acceptable.

³ Mobile data use may incur cellular carrier charges which are the responsibility of the remote participant.