

To: REMOTE PARTICIPANTS,

You are to participate in a scheduled court proceedings for Oceana County District Court. You are either to participate via Zoom, a virtual meeting, or participate by telephone.

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, if you are being represented, and Oceana County District Court.

***If you participate using Zoom:***

**What to Expect:** Remote Participants are encouraged to go to Michigan Legal Help to learn more about what to expect at virtual hearing, guidance on how to hold a remote hearing, and how to participate. Also, to learn about important resources that can help resolve some concerns. <https://michiganlegalhelp.org/self-help-tools/going-court/what-expect-virtual-hearing#things-to-remember--tips-for-a-successful-virtual>

**Technical Responsibilities:** Oceana County District Court does not provide technical assistance for testing or troubleshooting. In addition, Oceana County District Court does not provide time during the hearing to troubleshoot issues. It is your responsibility to ensure that your connection works, before your hearing 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:** Oceana County District 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.

**Connecting to Oceana County District Court virtually at the time of the proceeding:**

- Windows Desktop, PCs, and Laptops: Go to the Zoom Web Site (zoom.us). Click on the link to “Join” the meeting. Join using Meeting ID **597 919 4978**, password **7910**
- Apple and Android Tablets or Phones: Install the Zoom App from the Apple or Android Store before the call. Launch the Zoom app at the time of the call and join - <https://miscio.zoom.us/j/5979194978?pwd=SWJxOTRqZzJ0djRlUkVvblJlVzZlwdz09>
- Polycom Systems (Court Rooms, Jails, etc.): - Dial **162.255.37.11##5979194978** (This is the Zoom Meeting ID)
- SIP Systems - Dial [5979194978@zoomcr.com](https://zoomcr.com)

***If you participate using your telephone:***

**Phone Call Only (No Video)** - Call **646 876 9923** and enter Meeting ID **597 919 4978**; ID **7910**

**Oceana County District Court Policy:**

- Appropriate conduct is expected and required.
- Remote participants should use a good 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. 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. Position the camera at your eye level or slightly above eye level.
- Remote Participants should take time prior to the call to become familiar with the controls and test the mic and speaker controls.
- If Oceana County District Court determines the quality of the video experience is not acceptable, it has the right to terminate the call.
- Oceana County District Court has full power over remote participants as if they were physically present at the Oceana County District Court.
- If remote participants wish to exchange any exhibits/documents this must be done prior to the scheduled hearing date, pursuant to Michigan Rules of Court.

***Llame si necesita interprete (231) 873-4530***