

# Virtual Hearing VIA "ZOOM"

You may be required (Subpoenaed) and/or want to attend a hearing being held via "ZOOM". The directions below will help you set up "Zoom" so you're able to join the virtual court hearing.

## **Installing/Accessing Zoom:**

- **Windows Desktop PCs and Laptops:** In browser type in "zoom.us". This will take you to the Zoom Website. Once on site click "JOIN A MEETING" and then enter the "Meeting ID or Personal Link Name" and click join.



- **Apple Tablets/Phones:** Go to "App Store" and type in "ZOOM Cloud Meetings" into the search box. Click download. Once downloaded click Join Meeting and enter Zoom Meeting ID Number.

(Make sure the app your downloading is the same as below)



- **Android Tablets/Phones:** Go to "Play Store" and type in "Zoom Cloud Meetings" into the search box. Click download. Once downloaded click Join Meeting and enter Zoom Meeting ID Number.

(Make sure the app your downloading is the same as below)



- **Phone Call ONLY:** Call 1-646-876-9923 and join using Meeting ID number.

**\*\*Meeting ID number will be listed on your subpoena or can be found on the backside of this form.\*\***

When you enter the Zoom hearing you will be placed in a virtual waiting room. When the court is ready to conduct your hearing, they will admit you into the virtual courtroom.

# Zoom IDs for Calhoun Courts

(ZOOM MEETING ROOM ID)	HEARING OFFICIAL
712-729-0704	Judge Brian Kirkham
405-832-6112	Judge John A Hallacy
823-577-2418	Judge Michael L. Jaconette
213-216-3740	Judge Sarah Lincoln
998-094-5264	Judge Tina Yost Johnson
825-056-0808	Judge Frank Line
242-983-5779	Judge Tracie Tomak
442-123-6706	Judge Paul Beardslee
935-068-8744	Judge Jason Bomia
834-285-0929	Referee Phil Netz
315-911-6592	Referee Jim Jordan
201-902-1600	Referee Rachel Delmont
960-367-2183	Referee Marc Crotteau
212-688-2541	Pretrial Room

## **Directions to log into a court/hearing room without a Zoom Meeting ID from a Subpoena:**

1. Go to [https://www.calhouncountymi.gov/departments/courts/circuit\\_court/court\\_dockets.php](https://www.calhouncountymi.gov/departments/courts/circuit_court/court_dockets.php)
2. Click "ALL COURT DOCKETS"
3. Find desired case and see who the Judge is on that specific case.
4. Use chart above for "Zoom Meeting Room ID" number
5. Use one of the 4 ways on front of form to access "Zoom"
6. Enter "Zoom Meeting Room ID" number listed above and click Join.

## **Participant Technical Responsibilities:**

- Directions for testing your device and networking prior to the hearing can be found at: <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->
- Remote participants should take time prior to the call to become familiar with the Zoom controls and test your devices mic and speaker controls
- If you are having technical issues with your equipment you should review Zoom training and support materials at Zoom.us.
- Remote participants should use a good LAN, WIFI and substantial LTE connection to ensure a quality call. (Notes: Mobile data use may incur cellular carrier charges which are the responsibility of the remote participant). If worried about charges, contact your mobile service provider or use the phone call in method.