

MICHAEL K. COOPER
COLIN G. HUNTER
GEORGE J. MERTZ
Judges

VICTORIA A. COURTERIER
Court Administrator/Magistrate

CATHY VOUGHT
Friend of the Court



STATE OF MICHIGAN

COUNTY OF OTSEGO
46th CIRCUIT COURT
87-A DISTRICT COURT
OTSEGO COUNTY PROBATE COURT
www.circuit46.org

PLEASE REPLY TO:

- 800 Livingston Blvd. Ste 1C
Gaylord, MI 49735
Circuit Ph: (989) 731-0225
Family Ph: (989) 731-0214
Probate Ph: (989) 731-0204
District Ph: (989) 731-0201
- Friend of the Court:
800 Livingston Blvd. Suite 1A
Gaylord, MI 49735
Ph: (989) 731-7450
- 800 Livingston Blvd. Suite 3B
Gaylord, MI 49735

Due to current COVID-19 limitations, the Court will be conducting your next scheduled proceeding by video with Zoom. You are directed to join the virtual courtroom proceeding with Otsego County Judicial System at the date and time listed on the enclosed SUPPORT ENFORCEMENT ORDER. **If you are unable to participate by video you must email the court at mcoger@otsegocountymi.gov or call the court at (989) 731-7450 to alert us of the issue.** See below for explanation of your responsibilities and court policies in preparation for the hearing.

1. **If using Apple/Android Tablet or Phone - you must download the Zoom App first**
2. **If using Windows Desktop PC or Laptop - you must go to the Zoom website (zoom.us)**
3. **Please test your device and networking prior to the proceeding by following directions at: <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->**
4. **Please review all information below prior to the proceeding.**

Connecting to the Virtual Court Room at scheduled hearing date/time:

- **Windows Desktop PCs and Laptops:** Go to the Zoom Web Site (zoom.us) Click on “Join a Call” Join using Meeting ID **228 541 3472**
- **Apple and Android Tablets or Phones:** 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 **228 541 3472**
- **Polycom Systems (courts, jails, etc.):** Dial **162.255.37.11##228 541 3472**
- **Phone Call Only:** Call 646 876 9923 or 669 900 6833 and join using Meeting ID **228 541 3472** (toll charges may apply depending upon your phone service). **THIS OPTION REQUIRES PRIOR PERMISSION FROM THE COURT.**

Technical Responsibilities:

- The court does not provide technical assistance for testing or troubleshooting. Additionally, the court does not provide time during court proceedings to troubleshoot issues.
- 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 www.zoom.us.
- Remote participants should use a good LAN, Wi-Fi, or substantial LTE connection to ensure a quality call. (**Note:** mobile data use may incur cellular carrier charges which are the responsibility of the remote participant).

Exhibits:

Exhibits should be emailed to the clerk a minimum of 24 hours prior to the hearing. Parties will need to utilize the **Screenshare** feature on zoom to share exhibits during the zoom hearing.

Local Court Policy:

- The call is a court proceeding and therefore an extension of the courtroom. Appropriate conduct and attire is required.
- 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 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 hand-hold mobile devices and do not lay phones or tablets flat on a desk or tabletop.
- The court has the right to terminate the call / proceeding if the video experience is not acceptable.
- The judge has control over the proceeding and participants as if they were present in the physical courtroom.