# State of Michigan

## 80TH DISTRICT COURT

**CLARE AND GLADWIN COUNTIES**

**JOSHUA M.FARRELL**
DISTRICT JUDGE

STEVEN R. WORPELL
Attorney • Magistrate • Administrator

LINDA K. HAWKINS
Court Reporter • Judicial Clerk

REBECCA L. NOTEBOOM
Probation Officer

## HOW TO APPEAR BY ZOOM FOR YOUR COURT HEARING WITH THE JUDGE

Using an electronic device (smartphone, tablet, iPhone, iPad, computer, laptop)

1. Two ways to access Zoom:

   Download the app and install the Zoom app on your device
   OR
   Go to the Zoom website: www.zoom.us

2. Create an account by using your email address and creating a password.

3. When it is time for your hearing/conference call do one of the following:
   a. Open the Zoom app and sign into your account, or
   b. Go to the website (www.zoom.us) and sign into your account.

4. Join the meeting using the Meeting ID number **925 107 0714**

5. You can then follow the prompts to participate with audio only or video and audio.

-OR-

**USING PHONE FOR AUDIO ONLY**

1. Call this number **646-876-9923**
2. Enter the meeting ID number **925 107 0714**

**DOWNLOAD AND BECOME FAMILIAR WITH THE PROGRAM BEING USED FOR THE HEARING. TEST THE VIDEO, MICROPHONE, AND SPEAKER CONTROLS PRIOR TO YOUR CASE BEING CALLED.**

**WHEN YOU APPEAR BY VIDEO, PLACE YOUR DEVICE ON A STURDY FLAT SURFACE AT FACE LEVEL, APPROXIMATELY ARMS LENGTH AWAY. DO NOT WALK AROUND OR MOVE THE DEVICE. REMEMBER THAT THIS IS A COURT PROCEEDING. IT IS IMPORTANT TO DRESS APPROPRIATELTY. SPEAK CLEARLY WHEN SPEAKING. THE COURT IS RECORDING THESE PROCEEDINGS.**