



## JOIN A VIRTUAL COURT PROCEEDING USING ZOOM

Friend of the Court Address  
203 S Niles St, Paw Paw, MI 49079

Friend of the Court Phone No.  
(269) 657-7734

This hearing's ID number is:

### Room Name

Virtual Room A

### Meeting ID

292 853 1976

### Virtual Courtroom Etiquette

A virtual courtroom is still a courtroom. All participants are expected to behave respectfully. The court may remove anyone who causes a disruption.

Please follow these guidelines:

- **Choose a quiet, private space** with no distractions.
- **Face good lighting.** Avoid sitting with a window behind you.
- **Dress appropriately.** No smoking or eating during the hearing.
- **Mute your microphone** when you're not speaking.
- **Place your device on a stable surface** and position the camera at eye level.
- **Make sure your camera lens is clean** and not blocked.

### How to Join Virtual Hearing

#### **Option 1: Join from a Mobile Device (Phone or Tablet)**

1. Download the **Zoom Workplace** app from your phone's app store.
2. Open the Zoom app and tap "**Join a Meeting.**" (No need to sign in.)
3. Enter:
  - The **Meeting ID** from the top of your court notice.
  - Your **full first and last name.**
  - Tap "**Join.**" Do **not** turn on any toggle buttons.
4. Tap "**Join with Video**" when asked.
5. You will enter a waiting room. Court staff will let you in when ready.
6. When prompted:
  - For Android: tap "**Call via Device Audio.**"
  - For iPhone: tap "**Call using Internet Audio.**"
7. Once in the meeting:
  - **Mute your microphone** when not speaking. Tap the screen, then tap the microphone icon.
  - When the hearing ends, tap "**Leave**" in the top corner, then confirm by tapping "**Leave Meeting.**"

#### **Option 2: Join from a Computer (PC or Laptop)**

1. Go to: <https://zoom.us/>
2. Click on "**Join a Meeting.**"
3. Enter the **Meeting ID** from your court notice and click "**Join.**"

Make sure your computer has a working **microphone, camera, and speakers.**

If you need the Zoom app, download it from your phone's app store. Search for "Zoom Workplace" and install the app.