

## 52nd Circuit Court

Remote Party,

You are to join a virtual courtroom proceeding with the **52<sup>nd</sup> Circuit Court** on \_\_\_\_\_.

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 reply to this email to alert the court.

**Technical Responsibilities:** The court does not provide technical assistance for testing or troubleshooting. In addition, the court does not provide time during court proceedings to troubleshoot issues. It is your responsibility to insure that your connection works, before your court 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:** The court uses Zoom meeting services for the Virtual Court Room experience. If you are having TECHNICAL issues with your equipment you should review Zoom training and support materials at Zoom.us. Please understand Zoom is an independent service provider and will have NO knowledge of your court case or legal issues.

- The judge has full power over remote participants as if they were present in the physical courtroom.

### **Connecting to the Virtual Court Room at the time of the proceeding:**

- **Tablets and Phones (Apple and Android):** **Install the free Zoom App from the App Store or Play Store prior to the call.**
- **\*\*\*At the time of the call launch the Zoom app and following these directions:**
  - Enter meeting id 9892697112;**
  - Join;**
  - Join with video;**
  - Dial in;**
  - Call using internet audio.**
  - \*\*You are now in the meeting.**
  - Once completed, hit “leave meeting”.**
- **Desktop PCs and Laptops:** Go to the Zoom Web Site (zoom.us). Click on “Join a Call” . Join using Meeting ID **9892697112**; follow above directions.

Note: PMR is Personal Meeting Room id