

Remote Hearings-Circuit Courtroom

You have been scheduled for a remote hearing with Hon. Robert D. Springstead in the Circuit Courtroom.

The following is a reminder of your responsibilities and court policies in preparation for the call. Please note that all public hearings are livestreamed via YouTube to provide access to the public.

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.
- Please check the Circuit Court's website (countyofnewaygo.com – Circuit Court Tab) for:
 - 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>
 - If you are having technical issues with your equipment you should review Zoom training and support materials at Zoom.us.
- Remote Participants should take time prior to the call to become familiar with the Zoom controls and test your devices mic and speaker controls.
- Please plan on beginning this process approximately 15 minutes prior to your hearing time to work out any technical issues prior to your hearing.
- Remote participants should use a good LAN, WiFi, 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.)

Local Court Policy:

- This is a court proceeding and is an extension of the court room. Appropriate conduct and attire is required.
- Remote Participants must use a private and quiet room or area that will be free of interruptions.
- 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. Please do not hold mobile devices in your hand 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 connection is poor and video/audio is unclear. If you have attempted to join using audio/video with your phone, laptop, PC or tablet and the quality is poor you can use the instructions for appearing via phone through Zoom. Please see below.
- The judge has power over the proceeding and participants as if they were present in the physical court room.
- When you call in to your remote proceeding you will be in a virtual waiting room. The hearing host will admit you when it is time for your hearing.
- The judge or host may also use a chat function to send you messages while you are in the virtual waiting room or during the hearing.
- Please complete the MC 505 Contact information and return it to the court so we will have your most updated appearance information.

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

- Windows Desktop PCs and Laptops: Go to the Zoom Web Site (zoom.us). Click on "Join a Call". Join using Personal Meeting ID **702189777**
- 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 the Personal Meeting ID **702189777**
- Phone Call Only: Call 646 876 9923 or 669 900 6833 and join using the Personal Meeting ID **702189777**