

STATE OF MICHIGAN  
PROBATE COURT  
COUNTY OF \_\_\_\_\_

NOTICE OF HEARING

FILE NO. \_\_\_\_\_

In the matter of \_\_\_\_\_  
First, middle, and last name

**TAKE NOTICE:** A hearing will be held on \_\_\_\_\_ at \_\_\_\_\_,  
Date Time

at \_\_\_\_\_ before Judge \_\_\_\_\_  
Location \*Instructions below Bar no.

for the following purpose(s): (state the nature of the hearing)

If you require special accommodations to use the court because of a disability, or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

\_\_\_\_\_ Date

\_\_\_\_\_ Attorney name Bar no.

\_\_\_\_\_ Petitioner name

\_\_\_\_\_ Address

\_\_\_\_\_ Address

\_\_\_\_\_ City, state, zip Telephone no.

\_\_\_\_\_ City, state, zip Telephone no.

**ZOOM INSTRUCTIONS**

To participate in the hearing, you must connect to the Court's Zoom conference room. Below are the instructions for connecting from a smartphone, tablet, telephone, personal computer, or polycom system. To limit interruptions, please mute your device if your case is not being heard. You must disconnect from the meeting when your matter is concluded. The call is a court proceeding, and therefore appropriate conduct and attire is expected and required.

**1. Smartphone or Tablet** - This option requires an Apple or Android device and an Internet connection. First, download the Zoom app in the Apple Store or Play Store, launch the app, tap "Join a Meeting," enter the meeting ID in the Meeting ID field (\_\_\_\_\_), and enter your name in the "Personal Link name" field. In the join options: turn off "Don't connect to audio," and under "Turn off my video" - turn on if audio only, turn off if participating by video. Ensure that your device has the microphone (audio) and camera (video) turned on. Next, tap "Join." In the prompt, "to hear others please join audio," select "call using Internet audio." Once your participation is no longer needed, leave Zoom by tapping "Leave."

**2. Telephone (audio only)** - Call (646) 876-9923 or (669) 900-6833 and enter the meeting ID (\_\_\_\_\_), and press #.

**3. PCs and Laptops** - This option requires an Internet connection. Go to [www.zoom.us](http://www.zoom.us). Click "Join a Meeting." Enter the meeting ID (\_\_\_\_\_). Follow the download instructions. Select Computer Audio (connect with the computer's microphone) or Phone Call (connect by separately calling on a telephone).

**4. Polycom Systems** - From a Polycom system, dial: "162.255.37.11## \_\_\_\_\_" or "\_\_\_\_\_@162.255.37.11" to connect to the hearing.