

Courts Video Project

Suggested Virtual Court Room Meeting Invite



Michigan Supreme Court

Courts need to communicate directions and expectations to remote participants prior to Virtual Court Room proceedings. This is suggested content that can be used by the local court as part of an email invite. To use, update the bolded information for your court proceeding and then copy it into an email invite for distribution.

{Remote Participant}

You are to join the virtual court room proceeding with the **xxx xxxxxx** Court for case **xxx** on **xx/xx/xxxx** at **xx:xx AM/PM**. Directions for joining the call are included in this email. If you are unable to appear you must email the court at **xxxx@xxxxxxx** immediately to alert us of the issue.

The following is a reminder of your responsibilities and court policies in preparation for the call.

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.
- 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->
- Remote Participants should take time prior to the call to become familiar with the Zoom controls and test your devices mic and speaker controls.
- If you are having technical issues with your equipment you should review Zoom training and support materials at Zoom.us.
- 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:

- The call is a court proceeding and therefore an extension of the court room and appropriate conduct and attire is required.
- Remote Participants must use a private and quiet room that will be free of interruptions. (Outdoor, car, or public places are not permitted.) Also, 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. Do not hand-hold mobile devices 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 video experience is not acceptable.
- The judge has power over the proceeding and participants as if they were present in the physical court room.

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

- Polycom Systems (Court Rooms, Jails, etc.): Dial 162.255.37.11##**xxxxxxxxxx** (**This is the Zoom Meeting ID**)
- Windows Desktop PCs and Laptops: Go to the Zoom Web Site (zoom.us). Click on “Join a Call”. Join using Meeting ID **xxxxxxxxxx**
- 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 Meeting ID **xxxxxxxxxx**
- Phone Call Only: Call 646 876 9923 or 669 900 6833 and join using Meeting ID **xxxxxxxxxx**