

KEVIN A. ELSENHEIMER
CHARLES M. HAMLYN
CIRCUIT JUDGES

State of Michigan



Thirteenth Judicial Circuit

328 WASHINGTON STREET, SUITE 300
TRAVERSE CITY, MICHIGAN 49684
(231) 922-4701
c13court@13thcircuitcourt.org
www.13thcircuitcourt.org
(231) 922-4701

COUNTIES
ANTRIM
GRAND TRAVERSE
LEELANAU

TRINA GIRARDIN
Court Administrator

ZOOM INSTRUCTIONS FOR REFEREE HEARINGS

MATTHEW N. HAGEN, 13th Circuit Court Referee

JENNIFER R. GRAY, 13th Circuit Court Referee

Dear Participant:

Please join the *virtual* courtroom referee proceeding with the 13th Circuit Court via Zoom. The following is a reminder of your responsibilities and court policies in preparation for your Zoom appearance:

Technical Responsibilities:

- 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 device microphone 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, Wi-Fi, 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 courtroom, 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 referee has control over the proceeding and participants as if they were present in the physical courtroom.

Connecting to the Virtual Courtroom at the Time of the Proceeding:

- **Polycom Systems (Courtrooms, Jails, etc.):** Dial 162.255.37.11, and join using Meeting ID ##688-784-0580 (Referee Matthew N. Hagen) or ##447-565-0231 (Referee Jennifer R. Gray).
- **Windows Desktop PCs and Laptops:** Go to the Zoom Web Site (zoom.us). Click on “Join a Call.” Join using Meeting ID 688-784-0580 (Referee Matthew N. Hagen) or 447-565-0231 (Referee Jennifer R. Gray).
- **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 688-784-0580 (Referee Matthew N. Hagen) or 447-565-0231 (Referee Jennifer R. Gray).
- **Phone Call Only:** Call 646-876-9923 or 669-900-6833 and join using Meeting ID 688-784-0580 (Referee Matthew N. Hagen) or 447-565-0231 (Referee Jennifer R. Gray).