

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	NOTICE OF HEARING WITH REMOTE PARTICIPATION	CASE NO. and JUDGE
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Court address

Court telephone no.

Plaintiff's name, address, and telephone no.	v	Defendant's name, address, and telephone no.
Plaintiff's attorney, bar no., address, and telephone no.		Defendant's attorney, bar no., address, and telephone no.
In the matter of _____		

TAKE NOTICE: A hearing will be held on _____, before
Date and time

_____ using the remote access technology explained below, for the
Judge/Referee/Magistrate
following purpose: _____

Technical instructions for participating in the remote hearing:

Please confirm that you can participate remotely by e-mailing the court at _____ or
E-mail address
calling the court at _____.
Telephone no.

If you require 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.

General guidelines for participation in a remote court hearing:

- Download and become familiar with the program being used for the hearing, and test the video, microphone, and speaker controls.
- If you are having technical issues, please review any technical support provided by the program or application.
- Find a space that will have as few interruptions as possible. If you will be using video, make sure there is good lighting.
- The remote court hearing is a court proceeding and therefore an extension of the courtroom — appropriate conduct and attire is required. The judge has control over the proceedings and participants as if they were present in the actual courtroom.
- The information on this form to join the hearing may only be used by you to participate in the hearing.