

GROSSE POINTE FARMS & SHORES DIVISION OF THE MUNICIPAL COURT

90 Kerby Road
Grosse Pointe Farms, Michigan 48230
313-885-2104
Fax: 313-882-8340

Dear Participant:

You are receiving this communication to participate in a virtual courtroom proceeding. Unless otherwise ordered by a judge, your appearance for your next scheduled proceeding identified herein is available remotely. You are to join the virtual courtroom proceeding for:

Case No. _____ Participant: _____ on _____ at _____

Directions for joining the call are listed below. If you are unable to appear you must email the court at whall@grossepointefarms.org or drabaut@grossepointefarms.org or call the Criminal Division at 313-885-2104 to alert us of any issue. The following is an explanation of your responsibilities and court policies in preparation for the call.

CONNECTING TO THE VIRTUAL COURT ROOM AT THE TIME OF THE PROCEEDING:

**Please be aware that you will be on hold upon joining the meeting and will be alerted when asked to join the court session. The meeting is hosted by Susan Thomas, Ct. Administrator on behalf of:
Judge Charles T. Berschback**

- **Windows Desktop PCs and Laptops:** Go to the Zoom website zoom.us Click on "Join a Call". Join using **Meeting ID 6690557152** Enter your name and case number. **For example: "20GF12345 – Susan Thomas"**

****IF YOU ARE AN ATTORNEY ENTER YOUR NAME AND P# ON YOUR DEVICE BEFORE JOINING THE MEETING****

- **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 6690557152. Rename the participant on your device to your name and case number.** For example: "20GF12345 – Susan Thomas"
- **Phone Call Only:** Call 646 876 9923 or 669 900 6833 and join using **Meeting ID 6690557152** Toll charges may apply depending on your toll service.

REVIEW THE INFORMATION BELOW BEFORE PARTICIPATING IN THE VIRTUAL COURT ROOM PROCESS

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

Participant 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.)