

JUDGE BAIN'S ZOOM INSTRUCTIONS:

- **Desktop PC's and Laptops:** Go to the Zoom Web Site (zoom.us). Click on "Join a Meeting." Join using **Meeting ID:** 801 344 6271 and **Password:** 862954.

- **Tablets and Phones** (Apple and Android): Install the Zoom App from the App Store or Play Store prior to the call. At the time of the call, launch the Zoom app and join using **Meeting ID:** 801 344 6271 and **Password:** 862954.

- **Phone Call Only:** Call 646-876-9923 or 669-900-6833 and connect using **Meeting ID:** 801 344 6271 and **Password:** 862954.

***** PLEASE ENTER YOUR ZOOM PROFILE NAME USING YOUR FIRST AND LAST NAME PRIOR TO ADMISSION INTO THE ZOOM HEARING ROOM. *****

***Note:** Once you are "in room waiting for host" a **delay will occur** while waiting for your case to be called. **Length of delay will depend on the number of cases scheduled.**

***Note:** The Meeting ID and Password will remain the same for all hearings if scheduled with the same Judge.

***If you are unable to appear remotely,** you must contact District Court @ (517) 540-7648 or email civildept@livgov.com at least 5 DAYS PRIOR TO SCHEDULED COURT DATE, FOR "IN-PERSON".

***Failure to appear may result in a judgment/dismissal being entered against you.**

Zoom Courtroom Etiquette

- * It is important to keep in mind that we are "virtually" appearing in a Court of Law.
- * Once you log in to Zoom, you will be placed in the waiting room. make sure your first and last name are entered upon log-in. Note: name can also be updated while in the waiting room.
- * As soon as you enter the Zoom Courtroom you MUST mute yourself and remain muted until you are called upon to speak by the Judge.
- * You MUST wear Courtroom appropriate attire.
- * Remain seated during the entire proceedings. NO laying down, moving about, or doing other things while attending court.
- * Make sure your face is visible in the camera with appropriate lighting.
- * DO NOT smoke or vape while attending Zoom court.
- * DO NOT eat or drink while attending Zoom court.
- * NO talking during court proceedings unless it is YOUR turn to speak.
- * NO profanity or inappropriate conversations while in court.
- * Stay on Zoom until you are dismissed by the Judge.
- * If you get disconnected during the court proceedings, please log back in. If you are unsuccessful, you MUST notify the court immediately at (517) 540-7648.