

JUDGE MURPHY'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:** 961 305 2678 and **Password:** 966772.

- **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:** 961 305 2678 and **Password:** 966772.

- **Phone Call Only:** Call 646-876-9923 or 669-900-6833 and connect using **Meeting ID:** 961 305 2678 and **Password:** 966772.

***** 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 approval.

***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.