

STATE OF MICHIGAN
JUDICIAL DISTRICT
JUDICIAL CIRCUIT
SAGINAW COUNTY PROBATE

NOTICE OF HEARING
WITH REMOTE PARTICIPATION

CASE NO/JUDGE

Court address: 111 S Michigan Ave. Saginaw MI 48602

989-790-5320

Plaintiff's name, address, and telephone no.

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 **JUDGE PATRICK J. McGRAW** using the remote access technology explained below, for the following purpose:

Technical instructions for participating in the remote hearing:

Using a computer with video and audio capabilities (preferred) or smartphone, please login as follows:

If you are logging in with Zoom App: Meeting ID 524 305 3790

If you are logging in from Internet, click on the link: <https://miscao.zoom.us/j/5243053790>

If you are logging in via Polycom: Dial: 162.255.37.11##5243053790

Video, audio, or photographic recording or duplication of any court proceeding without prior order of court is strictly prohibited. Violators are subject to sanctions, including contempt of court.

Please also find SCAO form MC 505 to be used if contact is necessary. Please provide ONLY TO THE COURT.

Please confirm that you can participate remotely by e-mailing you at _____ (e-mail address) or at _____ (Telephone No.). **Please also notify all other parties of your ability to participate.**

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 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.