

STATE OF MICHIGAN PROBATE COURT OAKLAND COUNTY	NOTICE OF VIRTUAL HEARING	FILE NO.
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Court address 1200 N. Telegraph Rd., Pontiac, MI 48341 **Court telephone no.**
(248) 858-0240

In the matter of _____
First, middle, and last name

TAKE NOTICE: A hearing will be held on _____ at _____, before
Date Time

Hon. Jennifer Callaghan, via ZOOM regarding the above captioned case, for the following purpose:
Judge/Referee/Magistrate

This is a court proceeding. As an extension of the courtroom, appropriate conduct and attire are expected and required. The Judge has the power over the proceeding and participants as if they were present in the physical courtroom (including contempt). The Judge has the right to terminate the Zoom hearing and require the parties to appear in person.

If you wish to participate in the hearing virtually, you must appear with video on and comply with the technical responsibilities and requirements below. If you do not have access to the technology to do so, you may appear in courtroom 2E for your hearing and/or contact chambers at least 24 hours prior to the hearing (248-858-0240).

If you require special 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 (248-858-0240) **IMMEDIATELY** to make arrangements to avoid an adjournment.

The case will not be called until the Court has Petitioner(s) properly/fully completed Proof of Service (PC564).

Judge Callaghan Protocol: <https://www.oakgov.com/government/courts/probate-court/judges/hon-jennifer-s-callaghan>

CONNECTING TO THE VIRTUAL COURTROOM FOR THE HEARING	
1. Tablets and Phones: <ul style="list-style-type: none"> Install the Zoom App from the App Store or Play Store prior to the call. <p>At the time of the call, launch the Zoom app and join using: Meeting ID 248 858 0240</p>	2. Desktop PCs and Laptops: <ul style="list-style-type: none"> From the browser, go to the Zoom Web Site https://zoom.us Join using Meeting ID 248 858 0240
	3. Direct link: <ul style="list-style-type: none"> https://miscao.zoom.us/my/jennifercallaghan

TECHNICAL RESPONSIBILITIES

- Properly working/connected devices are the participants responsibility.
- The case will not be called until all participants have complied with the technical requirements.
- Familiarize yourself with Zoom controls and test your device's microphone/speaker, internet and the lighting **PRIOR** to the hearing.
- The Court **DOES NOT** provide technical assistance for testing or troubleshooting. You must test your device **PRIOR** to the hearing.
- <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video>.
- Training and support materials are also available: <https://Zoom.us>
- You must be in a private, quiet room that is free from interruptions. Being outdoors or in public places is **NOT PERMITTED**.
- Devices **MUST BE** on a solid, steady surface (not held in hand) with the camera at eye level with faces fully visible.

Do not write below this line – For court use only

FILED _____ 20 _____

Deputy Register of Probate