

Plaintiff: _____

Defendant: _____

I, _____ request to appear by () telephone or by () Zoom
(Name of participant: Client, Attorney or Witness)
for the hearing scheduled on _____ at _____
in the Referee Court.

for the following reasons (please state specifically the reasons for this request):

I declare that the above statements are true to the best of my knowledge.

Dated: _____

Signature of petitioner

ORDER

The request to appear by: () telephone 1-646-876-9923 () Zoom

() **Granted.**

The participant must place the telephone call or Zoom in on, or before, the time scheduled for court.
Meeting ID# of 970 511 0507 is used for Zoom or Telephone participation.

() **Denied.**

Dated: _____

Judge/Referee

Return this form to the Referee Division by mail or email, jpierce@tuscolacounty.org. It is your responsibility to place the call by telephone or Zoom. MCR 2.402 and MCR 2.407 control in this matter. The request must be provided to the Court at least 7 days before the hearing and the party requesting this must serve a copy of this request on the other party, unless good cause is shown.

INSTRUCTIONS FOR ZOOM HEARINGS:

1. Connecting to the Virtual Courtroom at the time of the Proceeding:
 - For 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 9705110507.
 - For Windows Desktop PC's and Laptops: Go to the Zoom Website (www.zoom.us). Click "JOIN A MEETING." Join using MEETING ID 9705110507.
 - If you do not have access to Zoom, you can call in at 646-876-9923, When prompted, enter in MEETING ID 9705110507.
2. The court does not provide technical support for testing or troubleshooting. 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 zoom.us. Participants should learn Zoom controls and test it prior to the call. Remote participants must use a good LAN, Wi-Fi, or LTE connection to ensure a quality call.
3. If you wish to call a witness to testify via Zoom, it is your responsibility to provide them with the MEETING ID number and time you want them to log on to Zoom. They will be placed in a waiting room until you are ready to call them to testify. If you wish to call witnesses to testify on your behalf and will be in the same location as yourself, please have them wait in a room all by themselves where they cannot hear anything being said until it is their turn to testify.
4. If you wish to submit exhibits for a hearing, please email them in to the Referee Division at refexhibits@tuscolacounty.org, or mail them to the Referee Division at 440 N. State Street, Caro, MI 48723. At the time of the hearing, it is your responsibility to request the admission of exhibits for the Referee to review the exhibits.
5. Any exhibits that you wish to submit to the Referee during the hearing must also be provided to the other party prior to the hearing date and time. The Court is not responsible for making copies and/or emailing them to the other party.
6. It is necessary that individuals be in a quiet and private space with no one else present for a clear record.
7. Courtroom etiquette will be adhered to at all times, as if the participants were physically present in the courtroom. It is imperative that you wait until you are prompted to speak and when you do speak, please speak slowly and clearly, so the record can pick up everything that is said. If necessary, take pauses when speaking in case there is an audio/video lag. You may be reminded of these requests during the hearing. If an individual is being disruptive, the court may mute or even remove that individual from the hearing.