

The Circuit Court for the



Fourteenth Judicial Circuit of Michigan  
Family Division

**FAMILY DIVISION JUDGES**

Hon. Timothy G. Hicks, Chief Circuit Judge  
Hon. Annette R. Smedley, Chief Circuit Judge Pro Tem  
Hon. Gregory C. Pittman, Presiding Judge  
Hon. Kathy L. Hoogstra  
Hon. Brenda E. Sprader

**CIRCUIT COURT ADMINISTRATOR**

Sandra M. Vanderhyde

**Deputy Court Administrator**

Alisha L. Riedl

**Juvenile Transition Center Superintendent**

Mary Jo French

**Chief Referee**

Holly A. Spoelman

Remote Party,

You are to join a virtual court room proceeding with the 14<sup>th</sup> Circuit Court for case xxx on xx/xx/xxxx at xx:xx AM/PM.

It is your obligation and responsibility to ensure you have the equipment and networking needed for a successful call. If you are unable to appear you must contact your attorney and reply to this email to alert the court.

**Technical Responsibilities:** The court does not provide technical assistance for testing or troubleshooting. In addition, the court does not provide time during court proceedings to troubleshoot issues. It is your responsibility to ensure that your connection works, before your court date.

**Testing Windows, Apple, or Android devices:** Directions for testing your device and networking prior to the proceeding can be found at: <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->

**Technical Support:** The court uses Zoom meeting services for the Virtual Court Room experience. If you are having TECHNICAL issues with your equipment you should review the Zoom training and support materials at: <https://www.zoom.us/>. Please understand that Zoom is an independent service provider and will have NO knowledge of your court case or legal issues.

**Local Court Policy:**

- The call is a court proceeding and therefore an extension of the court room and appropriate conduct and attire is expected and required.
- Remote participants should use a good WiFi connection or a substantial LTE mobile data plan to ensure a quality connection. (Note: Mobile data use may incur substantial cellular carrier charges which are the responsibility of the remote participant.)
- Remote Participants must use a private and quiet room that will be free of interruptions. (Outdoor, car, or public places are not permitted.) Also, video meetings also need good, consistent lighting, so avoid rooms with bright windows and/or back-lighting.
- Remote Participants must place their mobile devices on a solid surface with the camera at eye level. Do not hold mobile devices in your hand and do not lay phones or tablets flat on a desk or table top.
- Remote Participants should take time prior to the call to become familiar with the controls and test the mic and speaker controls.
- If the court determines the quality of the video experience is not acceptable, it has the right to terminate the call.
- The judge has full power over remote participants as if they were present in the physical court room.

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Friend of the Court (231) 724-6421 • Fax (231) 724-1108

Juvenile Transition Center • 205 East Apple Avenue • Muskegon, MI 49442  
(231) 724-8850 • Fax (231) 332-3978

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**Connecting to the Virtual Court Room at the time of the proceeding:**

- Polycom Systems (Court Rooms, Jails, etc.): Dial XXXXXXXXXXXXXXXX
  - If that number does not work, try one of the following numbers:
    - XXXXXXXXXXXXXXXXXXXX
    - XXXXXXXXXXXXXXXXXXXX
- Desktop PCs and Laptops: Go to the Zoom Web Site (zoom.us). Click on “Join a Call”. Join using Meeting ID: **XXX-XXX-XXXX**
- 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: **XXX-XXX-XXXX**
- Phone Call Only: Call 646 876 9923 or 669 900 6833 and connect using Meeting ID: **XXX-XXX-XXXX**