



**NOTICE TO APPEAR FOR
VIRTUAL COURTROOM PROCEEDINGS**

Revised 8/6/20

DISTRICT JUDGES

The Honorable
CYNTHIA M. ARVANT
248-796-5830

The Honorable
SHELIA R. JOHNSON
248-796-5810

The Honorable
DEBRA NANCE
248-796-5820

ADMINISTRATOR
RENEE SHELIDE
248-796-5800

CIVIL DIVISION
248-796-5870

CIVIL INFRACTION/
PARKING DIVISION
248-796-5860

MISDEMEANOR/
FELONY DIVISION
248-796-5880

PROBATION
DEPARTMENT
248-796-5850

TDD
248-354-3329

www.46thdistrictcourt.com

Please be advised that you are required to join a virtual courtroom proceeding with the 46th District Court. Directions for joining the virtual proceeding are included in this notice. If you are unable to appear, you must contact the judge's clerk immediately. Failure to contact the court could result in a dismissal for the plaintiff or a default judgment against the defendant. **Lawyers representing parties are expected to contact their clients ahead of time to ensure that their clients understand Zoom and are prepared to call into the Zoom virtual hearing.**

The following is a reminder of your responsibilities and court policies in preparation for the hearing.

Technical Responsibilities:

- The court does not provide technical assistance for testing or troubleshooting. Additionally, 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 <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->
- Remote participants should take time prior to the call to become familiar with the Zoom controls and test your device's microphone and speaker controls.
- If you are having technical issues with your equipment you should review Zoom training and support materials at Zoom.us.
- Remote participants should use a good LAN, WiFi, or substantial LTE connection to ensure a quality call. (Note: Mobile data use may incur cellular carrier charges which are the responsibility of the remote participant.)

Local Court Policy:

- The virtual hearing is a court proceeding and therefore an extension of the courtroom; appropriate conduct and attire is required.
- Remote participants must use a private and quiet room that will be free of interruptions. (Outdoor, in-vehicle, or public places are not permitted.) Also, video meetings need good, consistent lighting; 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 hand-hold mobile devices and do not lay phones or tablets flat on a desk or tabletop.
- The court has the right to terminate the call / proceeding if the video experience is not acceptable.
- The judge has power over the proceeding and participants, as if they were present in the physical courtroom.

TURN OVER FOR ADDITIONAL INFORMATION

Connecting to the Virtual Courtroom at the time of the proceeding:

- Polycom Systems (Court Rooms, Jails, etc.): Dial 162.255.37.11##xxxxxxxxxx (This xxxxxxxxxxxx is the Zoom Meeting ID #)
- Windows Desktop PCs and Laptops: Go to the Zoom Web Site (zoom.us). Click on “Join a Call.” Join the meeting room ID # for your judge.

Hon. Cynthia M. Arvant, Meeting ID # 326-022-1533

Hon. Shelia R. Johnson, Meeting ID #720-321-2452






Hon. Debra Nance, Meeting ID # 330-121-0746

Magistrate Courtroom 1, Meeting ID# 283-573-0519

Magistrate Courtroom 2, Meeting ID# 863-075-9197

- 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 # xxxxxxxxxxxx.
- Phone Call Only: Call 646-876-9923 or 669-900-6833 and join using Meeting ID # xxxxxxxxxxxx.

Zoom Meeting Information and QR Codes

Hon. Cynthia M. Arvant	Meeting ID # 326-022-1533	 <p>SCAN ME</p>
Hon. Shelia R. Johnson	Meeting ID #720-321-2452	 <p>SCAN ME</p>
Hon. Debra Nance	Meeting ID # 330-121-0746	 <p>SCAN ME</p>
Magistrate Courtroom 1	Meeting ID# 283-573-0519	 <p>SCAN ME</p>
Magistrate Courtroom 2	Meeting ID# 863-075-9197	 <p>SCAN ME</p>