



STATE OF MICHIGAN  
46<sup>th</sup> DISTRICT COURT

**NOTICE TO APPEAR FOR  
VIRTUAL COURTROOM PROCEEDINGS**

Revised 06/23/2020

**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 46<sup>th</sup> 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. **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**

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