

## **\*You have an upcoming Zoom Landlord/Tenant Pretrial/ Hearing\***

### **Connecting to the Judge's Virtual Courtroom at the time of the proceeding:**

#### 1. Identify Your Judge:

The Honorable Louise <b>Alderson</b>	(Courtroom 3)	Meeting ID <b>3185696632</b>
The Honorable Stacia <b>Buchanan</b>	(Courtroom 2)	Meeting ID <b>8626755554</b>
The Honorable Cynthia M. <b>Ward</b>	(Courtroom 1)	Meeting ID <b>9342859288</b>
The Honorable Kristen D. <b>Simmons</b>	(Courtroom 4)	Meeting ID <b>8764931931</b>

#### 2. Follow the instructions below for **the device you will use** to connect to the Virtual Courtroom.



**Desktop PCs and Laptops:** Go to Zoom Website (zoom.us). Click on "Join a Call". Join using Meeting ID **[Input Your Judge's ID # from above]**.



**Tablets and Phones (Apple and Android):** Install the Zoom App ("Zoom Cloud Meetings") 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 **[Input Your Judge's ID # from above]**.



**Phone Call Only:** First dial **646 876 9923** or **669 900 6833** and connect using Meeting ID **[Input Your Judge's ID # from above]**.

#### 3. On the **day of your pretrial/hearing**, submit proposed judgments, dismissals, or settlements by emailing the appropriate courtroom:

[judgealdersoncourtroom@lansingmi.gov](mailto:judgealdersoncourtroom@lansingmi.gov) for Judge Alderson

[judgebuchanancourtroom@lansingmi.gov](mailto:judgebuchanancourtroom@lansingmi.gov) for Judge Buchanan

[judgetwardcourtroom@lansingmi.gov](mailto:judgetwardcourtroom@lansingmi.gov) for Judge Ward

[judgetsimmonscourtroom@lansingmi.gov](mailto:judgetsimmonscourtroom@lansingmi.gov) for Judge Simmons

**(See Other Side for Legal and Financial Resources)**