

54-A DISTRICT COURT

124 W. Michigan Ave., 6th Floor City Hall, Lansing, MI 48933

DISTRICT JUDGES
LOUISE ALDERSON
STACIA BUCHANAN
CYNTHIA M. WARD
KRISTEN D. SIMMONS



Court Administrator
ANETHIA O. BREWER

Magistrate
LAURA A. MILLMORE

Magistrate Laura A Millmore's Virtual Courtroom Remote Participant Procedures through **Zoom** for Civil Matters

If you have documents or other evidence that you want the court to review during the hearing, you must email them to the court at: 54A.civil@lansingmi.gov prior to the proceedings. Please contact the court at the above email address if you have any questions or you may call Magistrate Millmore's clerk at 517-483-4430. The Supreme Court has developed a wide range of resources for self-represented parties. You can check out the site at: <https://courts.michigan.gov/News-Events/Pages/SRL.aspx>

Technical Responsibilities: The court uses Zoom meeting services for the Virtual Courtroom experience. It is your obligation and responsibility to ensure you have the equipment and networking needed for a successful call. The court does not provide technical assistance for testing or troubleshooting. It is your responsibility to insure 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->

Court Policy:

- The Zoom call is a court proceeding and therefore an extension of the courtroom and appropriate conduct and attire are 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.)

"Equal Opportunity Employer"

MAIN COURT NUMBER
(517) 483-4433

TRAFFIC-CRIMINAL DIVISION
(517) 483-4445

CIVIL DIVISION
(517) 483-4426

PROBATION DIVISION
(517) 483-4424

www.54Adistrictcourt.com

- Remote participants must use a private and quiet room that will be free of interruptions. 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 hand-hold mobile devices and do not lay phones or tablets flat on a desk or tabletop.
- 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, the court has the right to terminate the call.
- The judge has full power over remote participants as if they were present in the physical courtroom.

Connecting to Magistrate Millmore’s Virtual Courtroom at the time of the proceeding: 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 **2161017816**. If the court is running behind schedule because of another proceeding, you will remain in a virtual waiting room. Don’t worry, you will be admitted in to the virtual courtroom.



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 **2161017816**. If the court is running behind schedule because of another proceeding, you will remain in a virtual waiting room. Don’t worry, you will be admitted in to the virtual courtroom.



Phone Call Only: First dial **646 876 9923** or **669 900 6833** and connect using Meeting ID **2161017816**. If the court is running behind schedule because of another proceeding, you will remain in a virtual waiting room. Don’t worry, you will be admitted to the virtual courtroom.

Are you responding to a Civil Subpoena? Don’t forget to have the requested documents handy during the call.

Thank you. We will see you through Zoom. Stay well.

April 28, 2020

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