



Michigan Supreme Court

State Court Administrative Office

Court Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

Jennifer Warner
Director

MEMORANDUM

DATE: April 28, 2020

FROM: Rebecca A. Schnelz, Forms and Resources Analyst

RE: Notice of Creation of MC 506, Notice of Hearing with Remote Participation

Form MC 506, Notice of Hearing with Remote Participation has been created. A brief explanation and a copy of the form is provided below.

For questions, comments, or suggestions about this court form, contact 517-373-5626 or CourtFormsInfo@courts.mi.gov.

***NEW FORM* MC 506, Notice of Hearing with Remote Participation**

Most recent update: (4/20) version

Use of existing paper stock: THIS IS A NEW FORM

➤ Click here to see the form.

This form was created to assist courts in providing participants with instructions for hearings using remote access technology.

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	NOTICE OF HEARING WITH REMOTE PARTICIPATION	CASE NO. and JUDGE
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Court address

NEW FORM

Court telephone no.

Plaintiff's name, address, and telephone no.	v	Defendant's name, address, and telephone no.
Plaintiff's attorney, bar no., address, and telephone no.		Defendant's attorney, bar no., address, and telephone no.
In the matter of _____		

TAKE NOTICE: A hearing will be held on _____, before _____, before _____ using the remote access technology explained below, for the following purpose: _____

Date and time

Judge/Referee/Magistrate

Technical instructions for participating in the remote hearing:

Please confirm that you can participate remotely by e-mailing the court at _____ or calling the court at _____.

E-mail address

Telephone no.

If you require accommodations to use the court because of a disability, or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

General guidelines for participation in a remote court hearing:

- Download and become familiar with the program being used for the hearing, and test the video, microphone, and speaker controls.
- If you are having technical issues, please review any technical support provided by the program or application.
- Find a space that will have as few interruptions as possible. If you will be using video, make sure there is good lighting.
- The remote court hearing is a court proceeding and therefore an extension of the courtroom — appropriate conduct and attire is required. The judge has control over the proceedings and participants as if they were present in the actual courtroom.
- The information on this form to join the hearing may only be used by you to participate in the hearing.