

Guidance for Completing Form MC 506, “Notice of Hearing with Remote Participation”

This document is intended to assist courts with scheduling court hearings with remote participation. Before a remote court hearing, courts must “verify that all participants are able to proceed in this manner.” See [Administrative Order 2020-6](#). Courts should communicate directions and expectations to remote participants. One way to do this is by using MC 506, “Notice of Hearings with Remote Participation”. Below is an example of content that a court can include in MC 506 to assist the litigant with attending the court hearing remotely. For additional information, please refer to the [Michigan Trial Courts Virtual Courtroom Standards and Guidelines](#).

Technical instructions for participation in the remote hearing

*Note: This information varies from court to court, and the information provided to the party depends on which system is being used. The below language is one example regarding the Zoom platform. This section on form MC 506 should be tailored in a way that is best for your court and reflects the systems being used locally.

- Windows Desktop, PCs, and Laptops: Go to the Zoom Web Site (zoom.us). Click on the link to “Join” the meeting. Join using Meeting ID **xxxxxxxxxx**
- Apple and Android Tablets or Phones: Install the Zoom App from the Apple or Android Store before the call. Launch the Zoom app at the time of the call and join using Meeting ID **xxxxxxxxxx**
- Phone Call Only: Call 646-876-9923 or 669-900-6833 and join using Meeting ID **xxxxxxxxxx**
- Polycom Systems (Court Rooms, Jails, etc.): Dial 162.255.37.11##**xxxxxxxxxx**
(This is the Zoom Meeting ID)

*Note: Please be aware that including numbers and links on a form to join a virtual meeting can easily be shared with other individuals. Thus, we recommend that you use the “waiting room” feature in Zoom or similar features that allow the court to control which individuals have access to join the remote court hearing.

Other instruction for participation in a remote court hearing

*Note: MC 506 includes standard general guidelines for participation in a remote court hearing. Below are examples of additional instructions that your court might include if not using the form.

- If you are using Zoom and are having technical issues with your equipment, please review Zoom training and support materials at Zoom.us.
- If you are using Zoom, information to test your device before the remote hearing can be found at <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->.
- For the hearing, you should find a room or space that will have as few interruptions as possible. One example might be your parked car.
- Try to place your mobile device on a solid surface with the camera at eye level. Avoid carrying the mobile device in your hand.
- The court may end the remote court hearing if the audio or visual is not acceptable.