

# JUDGE WILSON'S ZOOM INSTRUCTIONS

**PLEASE NOTE: Judge Wilson requires counsels and parties to appear in-person for all court hearings unless the court has approved appearance via zoom.**

## ZOOM INSTRUCTIONS

To participate in the hearing, you must connect to the Court's Zoom conference room. Below are the instructions for connecting from a smartphone, tablet, telephone, personal computer, or polycom system.

**PROPER ATTIRE AND CONDUCT ARE REQUIRED, JUST AS IF YOU WERE PRESENT IN THE COURTROOM.** Each hearing room has their own meeting ID number. After you sign in you will be kept in a virtual waiting room until your case is called. Please note there may be a delay in calling you due to the length of the hearing proceeding yours.

### Zoom Application

1. Smartphone or Tablet –Download the Zoom app in the Apple Store or Play Store, launch the app, tap "Join a Meeting", enter the meeting ID in the Meeting ID field (998 662 5415), enter your first and last name in the "Personal Link name" field.
2. In the join options: turn off "Don't connect to audio," and under "Turn off my video" – turn on if audio only, turn off if participating by video. Ensure that your device has the microphone (audio) and camera (video) turned on. Next, tap "Join". In the prompt, "to hear others please join audio", select "call using Internet audio".
2. Telephone (NO VIDEO) – Call (646) 876-9923 and enter Meeting ID 998 662 5415, press #. If you are connecting by phone you must notify the court via email of the phone number you will be using no later than 2 business days before the hearing. Send your email to NBullinger@mijackson.org. Make sure to include your case number in your email. Please appear in person, if you do not follow these instructions.
3. Computers– On the date and time of your hearing:  
Open your internet browser or Zoom application. [www.zoom.com](http://www.zoom.com)  
Click "Join A Meeting."  
Enter Meeting ID number and select join and enter 998 662 5415  
Select Computer Audio (connect with the computer's microphone) or Phone Call (connect by separately calling on a telephone).
4. Polycom Systems – From a Polycom and other H323 Systems, dial 162.255.37.11##998 662 5415 to connect to the hearing.
5. Motions and Evidentiary Hearings – If your matter is scheduled for an evidentiary hearing it is your responsibility to provide these instructions to each of your witnesses.

If you have any questions please contact Judge Wilson's office at 517-788-4380 or email NBullinger@mijackson.org.