

# ZOOM LINK INSTRUCTIONS

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**ALL ZOOM LINKS ARE E-MAILED TO ALL ATTORNEYS & PARTIES LISTED ON THE NOTICE OF (Virtual) HEARING.**

- **Identifying Yourself for Court Zoom Hearings:**

**It is crucial to provide your full name when logging into ZOOM for a smooth facilitation of the Court hearing.**

General guidelines for naming yourself:

- Use your full legal name as it appears in your case documents.
- Avoid using nicknames, email addresses, or default device names (like "iPhone")

**You will not be admitted into the Zoom hearing without properly identifying yourself.**

- **TEST your technology** to ensure your microphone & video are working properly **prior to the hearing, and your full legal name is displayed.**
- **Dress appropriately:** Maintain courtroom decorum by dressing professionally.
- **Mute yourself:** Unless it's your turn to speak, keep your microphone muted to minimize distractions.
- **No recording** will be allowed.
- **Be aware of your surroundings:** Choose a quiet, distraction-free environment and ensure your background is neutral.

**ALL ZOOM LINKS & DOCKETS ARE POSTED OUTSIDE OF THE PROBATE COURT #3 COURTROOM DOORS. IF YOU WOULD LIKE TO JOIN IN ANY PROBATE ZOOM HEARING, YOU MUST USE YOUR PERSONAL DEVICE TO LOG IN.**