

Chief Judge Carol Kuhnke

Magistrate Elisha Fink

Court Administrator Lisa Fusik



Judge J. Cedric Simpson

14A-1

Judge Kirk W. Tabbey

14A-2

Judge Anna Frushour

14A-3 and 14A-4

In an effort to continue safe practices regarding social distancing, the Court will be conducting your next scheduled proceeding by video with Zoom. You are directed to join the virtual courtroom proceeding with 14A District Court at the date and time listed on the enclosed NOTICE TO APPEAR.

Please fill out the attached contact form and submit to court via email or go to www.14ADistrictcourt.org to submit online. When emailing, please include your case number located in the top right-hand corner of your notice. Please check the court location on the upper left-hand side to know which court to email.

14A1DistrictCourt@washtenaw.org- Ann Arbor

14A2DistrictCourt@washtenaw.org -Ypsilanti

14A3DistrictCourt@washtenaw.org- Chelsea

14A4DistrictCourt@washtenaw.org- Saline

You will receive a confirmation email regarding the meeting ID and confirming the date and time from the court. If you do not have access to a phone or email, please contact the appropriate court location for other options.

14A-1 (734) 973-4545 14A-2 (734) 484-9664 14A-3 (734) 475-8606 14A-4 (734) 429-2504

If you have retained an attorney, please provide this information to your attorney. If you have not retained an attorney, the court will provide an attorney for you at no cost, for at least your first hearing. The court will provide an attorney from the Washtenaw County Public Defender's Office. It is important that you call the Public Defender at 734-222-6970 and provide your case number, email, and phone number, as soon as possible so that an attorney can discuss your case and the process with you prior to your hearing. Leave a voice mail at that number if no one answers.

1. If using Apple/Android Tablet or Phone - you must download the Zoom App first
2. If using Windows Desktop PC or Laptop - you must go to Zoom website (zoom.us)
3. Please test your device and networking prior to the proceeding by following directions at: <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->
4. Please review all information below prior to the proceeding.

Connecting to the Virtual Court Room at scheduled proceeding date/time:

- Windows Desktop PCs and Laptops: Go to the Zoom Web Site (zoom.us) Click on "Join a Call" Join using Meeting ID provided for you in the confirmation email.
- Apple and Android Tablets or Phones: Install the Zoom App from the Apple or Android Store prior to the call. Launch the Zoom app at the time of the call and join using Meeting ID provided for you in the confirmation email.

Please see other side

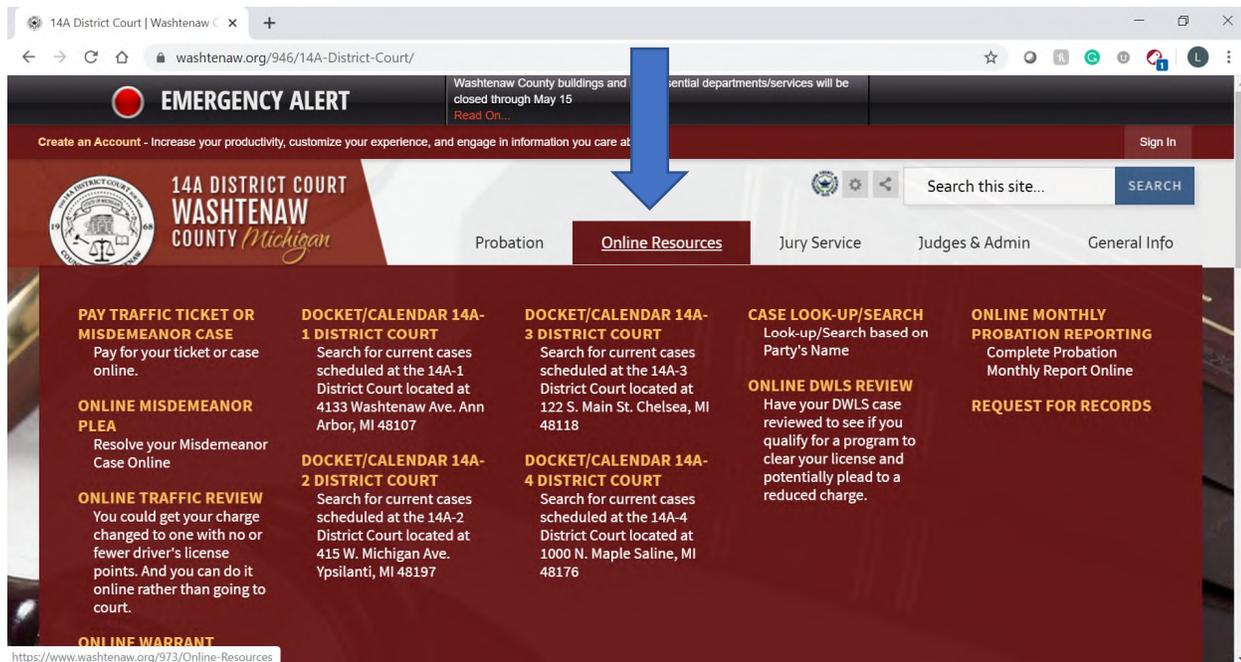
Technical Responsibilities:

- The court does not provide technical assistance for testing or troubleshooting. Additionally, the court does not provide time during court proceedings to troubleshoot issues.
- Remote Participants should take time prior to the call to become familiar with the Zoom controls and test your devices mic and speaker controls.
- If you are having technical issues with your equipment you should review Zoom training and support materials at Zoom.us.
- Remote participants should use a good LAN, WiFi, or substantial LTE connection to ensure a quality call. (Note: Mobile data use may incur cellular carrier charges which are the responsibility of the remote participant.)

Zoom Etiquette

- The call is a court proceeding and therefore an extension of the courtroom and appropriate conduct and attire is required.
- Remote Participants must use a private and quiet room that will be free of interruptions. (Outdoor, car, or public places are not permitted.) Also, video meetings 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 hold mobile devices in your hand and do not lay phones or tablets flat on a desk or tabletop!
- The court has the right to terminate the call/proceeding if the video experience is not acceptable.
- The judge has control over the proceeding and participants as if they were present in the physical courtroom.

You may also be able to resolve your case online at www.14Adistrictcourt.org .



The screenshot shows the website for the 14A District Court in Washtenaw County, Michigan. The page features a navigation menu with options for Probation, Online Resources, Jury Service, Judges & Admin, and General Info. A blue arrow points to the 'Online Resources' link. Below the navigation, there are several service tiles: 'PAY TRAFFIC TICKET OR MISDEMEANOR CASE', 'ONLINE MISDEMEANOR PLEA', 'ONLINE TRAFFIC REVIEW', 'ONLINE WARRANT', 'DOCKET/CALENDAR 14A-1 DISTRICT COURT', 'DOCKET/CALENDAR 14A-2 DISTRICT COURT', 'DOCKET/CALENDAR 14A-3 DISTRICT COURT', 'DOCKET/CALENDAR 14A-4 DISTRICT COURT', 'CASE LOOK-UP/SEARCH', 'ONLINE DWLS REVIEW', 'ONLINE MONTHLY PROBATION REPORTING', and 'REQUEST FOR RECORDS'. The URL in the address bar is https://www.washtenaw.org/973/Online-Resources.

If you are able to resolve your case online, you will not be required to attend a zoom or in person hearing.

If you are required to attend your court proceeding in person, you will be subject to security and health screening and will be required to wear a mask. Only persons essential to the case will be permitted in the courtroom. Please be on time as in person hearings will follow a strict schedule.