

CHECKLIST FOR ZOOM PRO CON PROCEDURE-JUDGMENTS OF DIVORCE
DIVORCE CASES WITH AT LEAST ONE ATTORNEY

1. **Contact Central Assignment- (734) 222-3383** To schedule a ZOOM Hearing for a pro con divorce with Judge Van den Bergh. Attorneys must e-file the Notice of Hearing.

*******ZOOM ID IS 2551756809*******

2. The Judgment of Divorce, Record of Divorce and Annulment and any additional orders **must be scanned** and attached as separate documents in pdf format and emailed to thomaska@washtenaw.org at least 24 hours before the scheduled hearing. If you need FOC approval email FOC at www.focapproval@washtenaw.org . Once you receive the approval from FOC please attach a copy of the approval form to your JOD, UCSO and USSO.

**** Do not E-FILE THE DOCUMENTS YOU ARE SUBMITTING TO FOC PLEASE EMAIL TO thomaska@washtenaw.org as stated above once approved****

3. If there are two parties on a case only one party and their Attorney are required to appear. Parties must appear via video and audio for the zoom hearing unless other arrangements have been made.

****Attorneys advise your clients that virtual backgrounds are not allowed. ****