|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STATE OF WISCONSIN, CIRCUIT COURT,** **MILWAUKEE COUNTY** | | | | | | | | |  |
| **Instructions for How to Appear Remotely** | | | | | | | | |
|  | | | | | Case No. | | | |
|  | | | | | | | | | |
| Scheduled Activity  Watts Summary Hearing | | | | | |  | **Zoom Meeting Information** | | |
|  | **Meeting Link:** | https://us02web.zoom.us/j/8899641918 6?pwd=MnFJYkREd1puam1vOUNVd 0VqbVpxdz09 | |
|  | **Meeting ID:** | 889 9641 9186 | |
| Date | | | Time | | |  | **Meeting Password:** | 956041 | |
|  | | |  | | |  |  | | |
| **Note: Zoom meeting information should be treated as confidential and not shared with anyone who is not a party to the case.** | | | | | | | | | |
|  | | | | | | | | | |
| **HOW TO APPEAR REMOTELY** | | | | | | | | | |
|  | | | | | | | | | |
| Parties may appear at the hearing either by video or by phone using Zoom, a remote conferencing service provided for free. | | | | | | | | | |
|  | | | | | | | | | |
| **Instructions to Appear by Video Using a Computer** | | | | | | | | | |
| 1. | Copy and paste the Meeting Link shown above in your web browser **OR** go to [zoom.us](https://zoom.us), click “Join a Meeting,” and enter the Meeting ID shown above. | | | | | | | | |
|  |  | | | | | | | | |
| 2. | Enter the Meeting Password shown above. | | | | | | | | |
|  | | | | | | | | | |
| **Note:** To appear by video using a computer, you are not required to download any software to use Zoom. You will need a web camera and microphone connected to your computer. If you do not have a microphone connected to your computer, follow the directions to appear by phone provided below. If you have a microphone connected to your computer, do not also call in by phone. Doing so will create audio feedback during the session. | | | | | | | | | |
|  | | | | | | | | | |
| **Instructions to Appear by Video Using a Smart Phone** | | | | | | | | | |
| 1. | Download the ZOOM Cloud Meetings app to your smartphone. (The app is free.) | | | | | | | | |
|  |  | | |  | | | | | |
| 2. | Click “JOIN A MEETING.” | | | | | | | | |
|  |  | | |  | | | | | |
| 3. | Enter the Meeting ID shown above. | | | | | | | | |
|  |  | | |  | | | | | |
| 4. | Enter the Meeting Password shown above. | | | | | | | | |
|  | | | |  | | | | | |
| **Note:** To appear using a smartphone, download the app in advance of the scheduled court hearing. Be sure your phone is adequately charged because using Zoom will significantly drain the phone’s battery life. | | | | | | | | | |
|  | | | | | | | | | |
| **Instructions to Appear by Telephone Only** | | | | | | | | | |
| 1. | Call the following number: 1-312-626-6799 (phone number for the Zoom Central Time Zone) | | | | | | | | |
|  |  | | | | | | | | |
| 2. | Enter the Meeting ID shown above. | | | | | | | | |
|  |  | | | | | | | | |
| 3. | Enter the Meeting Password shown above. | | | | | | | | |
|  |  | | | | | | | | |
| 4. | If that phone number listed in Step 1 does not work, try one of the following numbers by location: | | | | | | | | |
|  | a. | 1-646-558-8656 US (New York) | | | | | | | |
|  | b. | 1-346-248-7799 US (Houston) | | | | | | | |
|  | c. | 1-669-900-9128 US (San Jose) | | | | | | | |
|  |  |  | | | | | | | |