



****DO NOT APPEAR IN PERSON AT THE COURTHOUSE FOR YOUR HEARING!
THE ENUMCLAW MUNICIPAL COURT/CITY HALL IS CLOSED TO THE PUBLIC DUE TO COVID-19****

Notice of Virtual Court Hearing

Join Zoom Meeting (video/audio) at www.zoom.us/join (OR)

Join Zoom Meeting by phone (audio only) at telephone # 253-215-8782

Meeting ID: 491 553 1189 Password: 61045832

You have been scheduled to attend court by video or by phone, via Zoom. Do NOT appear in person at the courthouse for your hearing! The Enumclaw Municipal Court/City Hall Building is temporarily closed to the public due to the COVID-19 pandemic. To attend court by video, you will need to have an electronic device with an internet connection. If you are unable to attend via video, you may instead attend by phone. **On the date and time of your scheduled hearing, please follow the step-by-step instructions provided on the back of this letter to assist you in joining the hearing by video or by phone via Zoom.**

In order for our video/phone hearings to run smoothly, you **must** email the court prior to your court date (at least a few days before your court date) court@ci.enumclaw.wa.us and provide the following:

1. Your name and case number(s)/citation number(s)
2. Your preferred email address so forms from the hearing can be emailed to you
3. Your current mailing address
4. Your phone number
5. If you are able and scheduled for arraignment, please fill out and sign the Statement of Defendant's Rights at Arraignment and the Public Defender Application, and return to the court before your hearing.

PLEASE REMEMBER THAT STANDARD COURTROOM PROCEDURES AND BEHAVIORS STILL APPLY. Please have your hat off when on camera. Please be appropriately dressed. Please do not eat on camera. Please avoid background noise.

Thank you in advance for your willingness to participate in this virtual court proceeding. We appreciate your cooperation and understanding as we work to provide important court services during the present public health emergency.

Sincerely,

Shelly A. Undlin

Court Administrator

360-825-7771, 360-802-0107 FAX

1339 Griffin Ave.

Enumclaw, WA 98022

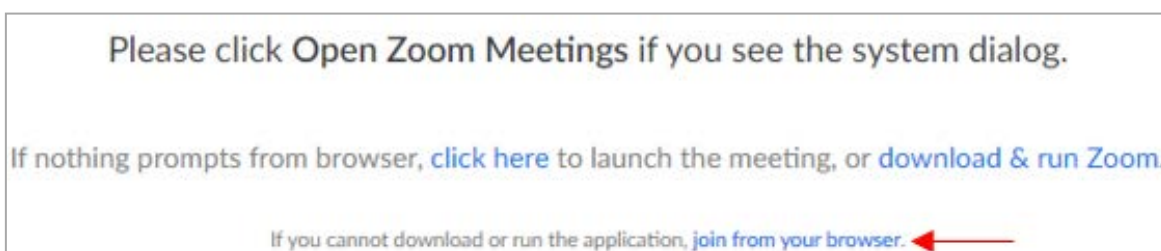
ENUMCLAW MUNICIPAL COURT VIRTUAL HEARING INSTRUCTIONS

To Join the Zoom Hearing by Video (Cell Phone, iPad/Tablet, Computer/Laptop)

1. Open an internet browser (Chrome, Internet Explorer etc.)
2. In the address bar type in **zoom.us/join** and then push enter
3. Type in the meeting ID and select 'Join'



4. Enter the password **61045832**
5. If you do not want to download the Zoom App, click 'Join from your browser' at the bottom (see example below). Otherwise, select click here or download & run Zoom.



6. When you are admitted to the virtual courtroom, you will remain muted until the Judge calls your case. Your patience is appreciated!
7. When your case is called, please check that your mic is not muted. Click 'Unmute' if your mic shows a line through it.



8. If you need assistance on the day of the hearing, please email us at: **court@ci.enumclaw.wa.us**.

NOTE: If you get disconnected, you can restart these steps from the beginning.

To Join the Zoom Hearing by Phone Only

1. Dial **253-215-8782 or 206-337-9723**
2. Enter the Meeting ID without spaces or dashes **491 553 1189**
3. Enter the Password **61045832**
4. Record your first and last name
5. When you are admitted to the virtual courtroom, you will remain muted until the Judge calls your case. Your patience is appreciated!
6. When your case is called, press *6 to unmute/mute your phone.
7. If you need assistance on the day of the hearing, please email the court: **court@ci.enumclaw.wa.us**

NOTE: If you get disconnected, you can restart these steps from the beginning.