



**IT IS VERY IMPORTANT THAT YOU READ THIS NOTICE WHEN YOU RECEIVE IT.**

**\*\*DO NOT APPEAR IN PERSON AT THE COURTHOUSE FOR YOUR HEARING! YOUR COURT HEARING WILL BE HELD VIRTUALLY ON ZOOM.**

**Notice of Virtual Court Hearing**

Join Zoom Meeting (video/audio) at [www.zoom.us/join](http://www.zoom.us/join) (OR)

**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! To attend court by video, you will need to have an electronic device with an internet OR WI-FI connection. **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 via Zoom.** If you are unable to do video Zoom court, you may contact the court at 360-825-7771 and request to be placed on an IN PERSON court calendar.

In order for our video Zoom 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](mailto: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,

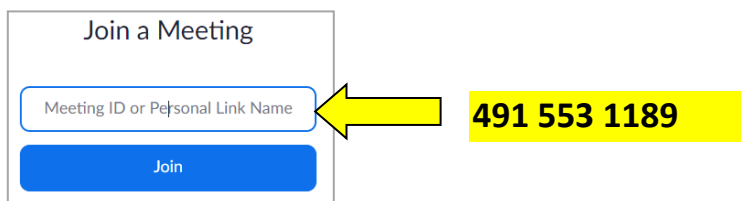
*Shelly A. Undlin*

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'



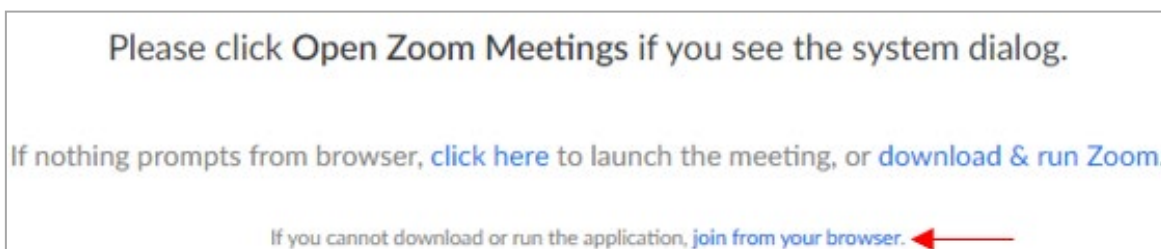
Join a Meeting

Meeting ID or Personal Link Name

491 553 1189

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.**