

PLEASE NOTICE

Until further notice, child support and parenting time motions will be conducted by Zoom video conference. If you filed the motion and you would like to adjourn your hearing to a later date so that you may participate in-person, please contact the court at 616-846-8320.

Before your hearing, you must complete an Acknowledgment Regarding Use of Communication Equipment. Complete the form in its entirety. You must e-file or email this form to the court at circuitcourt@miottawa.org as soon as possible. You must also send a copy of the completed form to the other parties in your case. Completion of this form ensures the court has correct contact information and can reach you at the time of your hearing. If the court cannot reach you, the hearing may be held without your participation or your motion may be dismissed.

Additional Information:

1. Black out any social security numbers or other tax ID information on all financial documentation before submitting it to the court.
2. Any supporting documentation you want the referee to consider must be submitted to the court **and the other party** before your hearing. You can submit your documentation via email or postal mail. If the referee does not receive your documentation prior to the hearing, it cannot be considered.
3. Children are not allowed to be present in the hearing. If you have small children, you must make arrangements for someone else to care for them during the hearing.
4. You may not record the hearing or take photographs during the hearing.
5. You are responsible to have any witnesses necessary for your hearing available by Zoom. Those witnesses should only be admitted to the Zoom hearing when it is time for them to testify.

State of Michigan 20th Circuit Court Ottawa County	Acknowledgment Regarding Use of Communication Equipment	Case Number
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Court address: 414 Washington Ave., Room 320, Grand Haven, MI 49417

Court phone: 616-846-8315

Plaintiff Name: _____	Defendant Name: _____
Address: _____	Address: _____
Phone #: _____	Phone #: _____

1. I (name) _____ understand that my hearing scheduled for (date) _____ at (time) _____, in Grand Haven; West Olive, will be conducted by Zoom video conferencing.¹
2. For the Zoom video conference, instructions as to how to connect to that hearing are enclosed or will be provided by email from the court. My e-mail address is: _____.
3. I understand that I am responsible to ensure a private, quiet location with a good phone or Internet connection for my hearing.
4. If I am unable to connect at the scheduled hearing time, I may call the court at (616) 846-8230 (Grand Haven) or (616) 786-4108 (West Olive).
5. I understand that I must submit all supporting documentation via e-mail to circuitcourt@miottawa.org or postal mail to **414 Washington, Room 300, Grand Haven, MI 49417** at least 1 day before my hearing. I will include my name and case number on all supporting documentation.
6. I understand that I must also submit a copy of all supporting documentation to the other party.
7. I understand that I am responsible for the costs of participating by phone or video conference.
8. I am unable to participate by phone or Zoom video conference and would like to attend my hearing in person. If I am the moving party, I understand that may mean my hearing will be adjourned to a different date. If I am not the moving party, I understand that I must either get the approval of the moving party to move the hearing to a different date, or I must file a motion to adjourn the hearing.

Date: _____

Signature: /s/ _____

You must submit this form via **e-filing** and any supporting documentation (income information, etc.) via **email**. If you are unable to e-file, please email this form to circuitcourt@miottawa.org, and state why you were unable to e-file. Please call the court at (616) 846-8230 after submission of your documents to verify that your documentation was received. You must complete a new form for each hearing or proceeding.

¹ See court rule [MCR 2.402](#). The court has initiated this request after determining that the current COVID-19 virus outbreak is sufficient good reason for virtual participation.