

NOTICE TO APPEAR REMOTELY

YOU are a party to an action filed in the Waukesha County Circuit Court. Due to the public health emergency stemming from the COVID-19 (Corona) Virus, the Waukesha County Circuit Courts have established certain procedures in Family Court proceedings, including the hearing of most matters remotely, that is, by telephone or by videoconference, such as Zoom.

1. You are required to comply with the paperwork served upon you with this NOTICE.
2. Unless you are notified otherwise and until further notice, **you are required to appear remotely—by telephone or videoconference (Zoom)—on the scheduled date and time if you wish to be heard regarding the issues at hand.**
3. Instructions for How to Appear Remotely can be found at <https://www.waukeshacounty.gov/circuitcourts/>
4. If your hearing will be conducted by Zoom, you will receive your Meeting ID and Passcode via text message at least 24 hours in advance of your hearing.
5. If your hearing will be conducted by telephone, you will receive a text message at least 24 hours in advance of your hearing requesting that you confirm your telephone number with the Court. It is not necessary for a phone to receive or send text messages in order to participate in the hearing.
6. If you do not or cannot receive a text message reminder and have questions about how to participate in the hearing remotely, contact the Family Division office at 262-548-7544.

IMPORTANT NOTICE: A Zoom hearing is a formal court proceeding. Participants should dress appropriately and as if they were appearing in court. Special care should also be taken in selecting the location where you will participate to avoid background noise and distractions. When you first connect to the hearing, you may be placed in a virtual waiting room until the Court calls your case, so just be patient because sometimes other hearings may delay the start of your hearing. If you join the call and are in a breakout room with other participants awaiting a hearing, know that your conversations are not confidential and you may be heard by other parties, so use caution.