

ZOOM MEETING INSTRUCTIONS

-For your mediation, please note:

-Plan to be in a private area with minimal noises and disruptions.

Because the mediation hearing is completely confidential, you MUST be in an area where no one other than the involved parties can hear any discussion.

-Unless all parties agree, everyone must appear with audio and video.

-If you have not used Zoom before, please visit www.zoom.us, to utilize Zoom's support programs to familiarize yourself and your party with its functionalities. Zoom has a very helpful website. Attorneys and Clients should test the platform well before joining the meeting to ensure that both audio and video is working.

-Please join the Zoom meeting at the scheduled time.

-If for some reason you get disconnected, please go back to the Zoom-invitation email and rejoin.

-No recordings will be made without the prior consent of all participants.

-If you have questions prior to the mediation, please call (810)614-6632