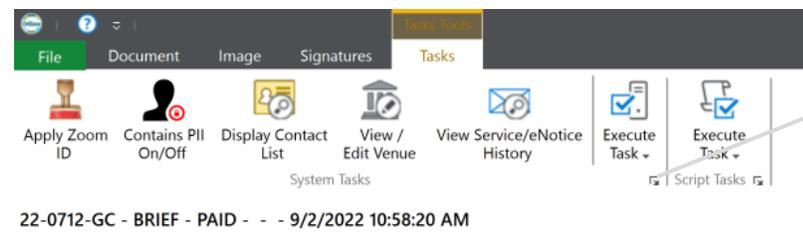


# Configure and Use the Apply Zoom ID Stamp

- 1 **OnBase Administrator** selects any jurist from the JusticeTech Hearing Officials Tab and enters the desired Zoom information

Magistrates	
<input type="checkbox"/>	Magistrate*
	Zoom Information
	Magistrate Jones Zoom Meeting ID # 999-888-7777
	Magistrate Smith Meeting ID: 111 222 333 4444
	Magistrate Thomas See Court website for zoom instructions www.court.gov

- 2 **Clerk** selects Apply Zoom ID from the Tasks Ribbon (New Case and Clerk Review Queues)



Users may have to click **Execute Task** drop-down menu to find **Apply Zoom ID**

**MiFILE DMS clerks** can also use the Apply Zoom ID from the Scheduling Clerk Queue



Role permissions may impact which tasks a user can see

- 3 Select the intended Jurist from the pull-down menu (defaults Judge of Record)

Select a Zoom Meeting ID

Apply Zoom Meeting ID for:  
Carrie L. Pata

Zoom Meeting ID:  
Please use Zoom ID: 867-5309

Submit Cancel

67-1969-LT-DC-104-SUMMONS-LANDLORD-TENANT-NEW-COMplete-0-PEND-PENDING-DOCUMENT-5/14/2025-12:41:38-PM

STATE OF MICHIGAN JUDICIAL DISTRICT COUNTY	SUMMONS Landlord-Tenant	CASE NO. and JUDGE
Court address		Court telephone no.

- 4 Once you click submit the stamp will appear in the upper-left on your document

Please use Zoom ID: 867-5309

STATE OF MICHIGAN JUDICIAL DISTRICT COUNTY	SUMMONS Landlord-Tenant	CASE NO. and JUDGE
Court address		Court telephone no.
Plaintiff's name, address, and telephone no.		Plaintiff's attorney, bar no., address, and telephone no.

Once added, the Zoom ID can be placed anywhere on the document

Always navigate to the desired page **first** before selecting the Apply Zoom ID task