Configure and Use the Apply Zoom ID Stamp



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

	Magistrate	S				
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		Magistrate*	Zoom Information			
l		Magistrate Jones	Zoom Meeting ID # 999-888-7777			
l		Magistrate Smith	Meeting ID: 111 222 333 4444			
l		Magistrate Thomas	See Court website for zoom instructions www.court.gov			



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



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

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

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	â	oply Zoom Meeting ID for: Jarrie L. Fuca		



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

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