

Administrative/Procedural Tips for Remote Hearing Preparation

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The following steps were taken by the Wayne County Probate Court to prepare for remote hearings beginning the week of March 16, 2020.

- We modified the **Hearing Reminder** packet given to petitioners along with a copy of their petition to serve on all interested parties to include Zoom instructions (sample attached).
- We modified the **Notice of Hearing/Proof of Service** form given to interested parties when the Court issues service to include the Zoom instructions (sample attached)
- We customized stand-alone Zoom **instructions** for other participants of remote hearings (sample attached).
- We created internal **Zoom for Court** instructions specific to our court for the Judge and Clerk to manage and record Zoom hearings (sample attached). The Judge and Staff are onsite at this point and all other participants are offsite. Our biggest limitation at this point for having the Judge and staff offsite, is not the remote hearing technology, but the ability to easily manage the petitions and issue orders remotely.
- We staggered start times of hearing to better manage Zoom participants when scheduling large dockets.
- When scheduling a remote hearing, staff is instructed to make a comment in the case management system (CMS) so that the Court Clerk can identify when preparing for the hearing which parties received Zoom instructions and which did not.