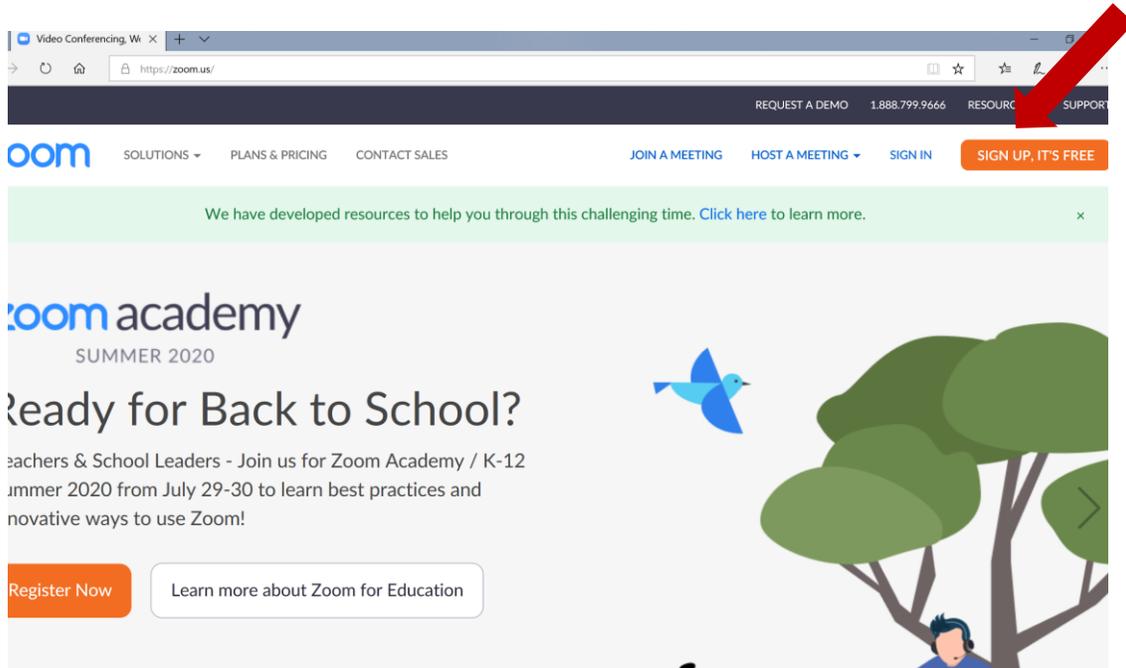


MINOR GUARDIAN AD LITEM CASES IN PROBATE COURT – ZOOM SUMMARY

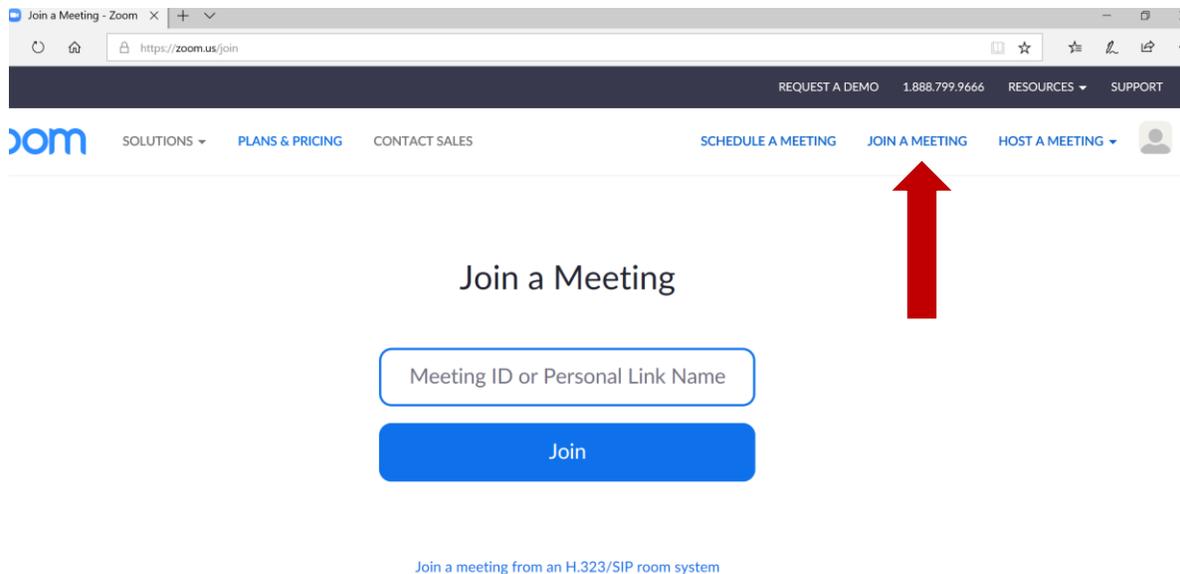
1. DOWNLOAD ZOOM

- Go to <https://zoom.us/> using any internet capable device, i.e. computer, smart phone, tablet
- Click on the “SIGN UP, ITS FREE” button, you will need to provide your name and a valid email address.



2. LOG INTO ZOOM

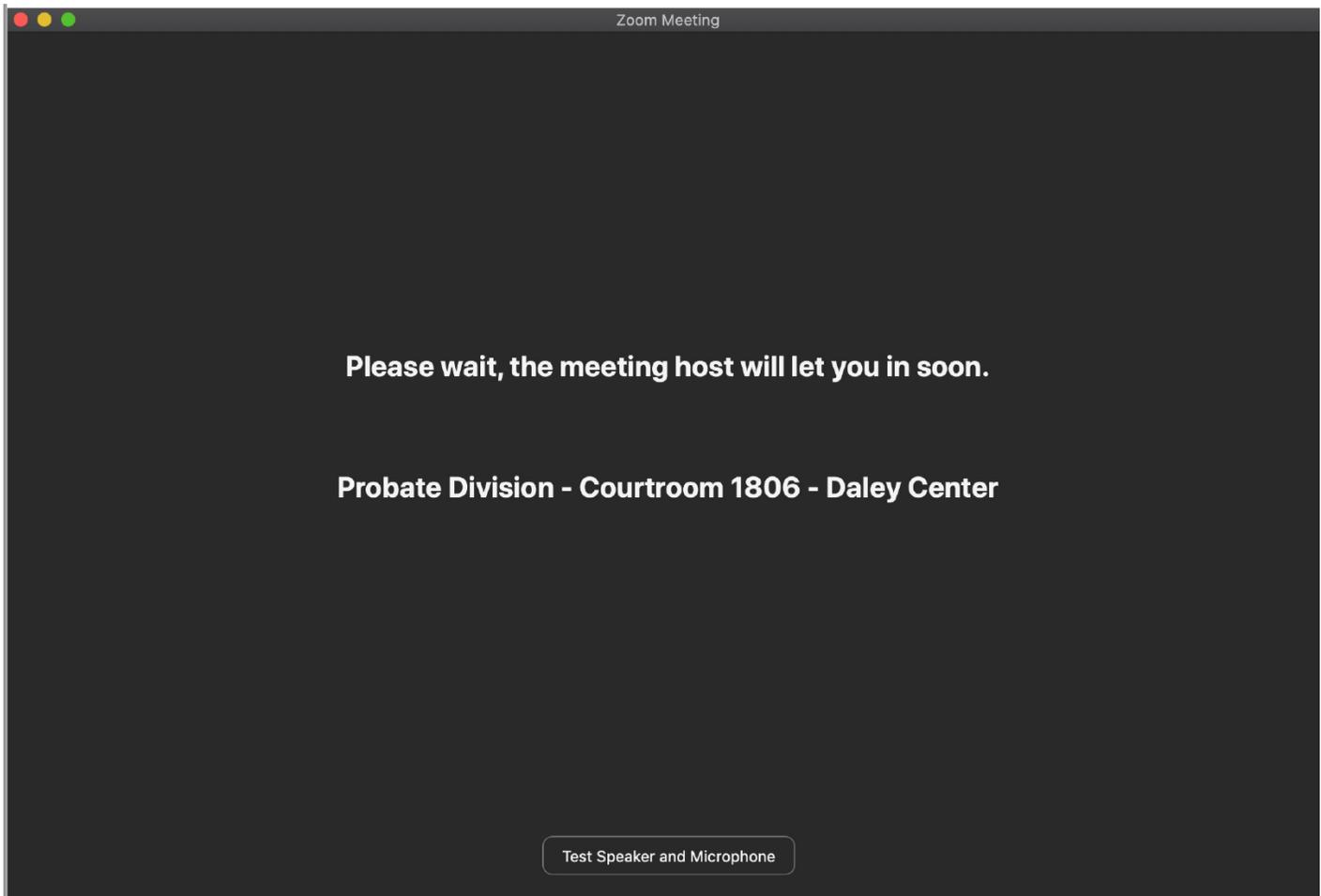
- After you create an account, you will need to log in using your username and password prior to the scheduled status hearing.
- Once you are signed in, click “JOIN A MEETING.” This button will provide you with the screen below:



- For all Minor Guardianship please enter Meeting ID: **958-0588-9933**.
- You will then need to enter the Password: **871-226**.
- You may log in up to 30 MINUTES prior to the scheduled hearing.

3. THE WAITING ROOM

- Upon joining the meeting you will be placed in the “Waiting Room” and will remain there until you are checked in by a member of the Court.
- The Waiting Room screen is below:



4. CHECKING-IN

- After you are in the Waiting Room, a member of the Court will check you in. This could take a long time. **It is not abnormal to wait in excess of 30 minutes** in the Waiting Room.
- You should provide your name, the case number, and names of the other expected participants in the hearing.
- The Court will not hear a case until all participants are in the Waiting Room.
- Following check-in you will be placed back in the Waiting Room and remain there until the Court is ready to hear your case.

5. NO INTERNET ACCESS

If you cannot participate via video because you do not have access to the internet, you can join the meeting via telephone.

- Dial **312-626-6799** and enter the Meeting ID: **958-0588-9933**.
- You will then be asked for a “session ID number,” but NONE is required, simply press pound (#).
- You will then be allowed into the meeting. See "Probate Zoom Protocols" for more detailed information.