## **Zoom Hearings**

The Collin County Probate Court allows participation in hearings by Zoom at no cost to participants. This is the default option unless one or more party to the hearing objects to the usage of Zoom.

**PLEASE NOTE**: All hearings are open to the public, just as the courtroom itself is. All hearings are also subject to recording and archiving.

## **General Instructions:**

- Email all SIGNED court documents (including proposed proof, signed oaths, and proposed orders) 7 DAYS prior to the hearing at probate@co.collin.tx.us. All other documents will continue to be e-filed, including requests for letters.
  - Please be advised that if hearing documents are not submitted to the Clerk's Office 7
     DAYS in advance, the hearing will be CANCELED
- Please only connect using a single device that allows both an audio and video connection
- Please arrive no earlier than 15 minutes prior to your hearing, to prevent connection problems
- Please mute your microphone until your hearing begins
- If participating from a motor vehicle, please park the vehicle before the start of the hearing, to prevent connection problems as well as safety concerns
- If using a mobile device, we recommend turning on the "do not disturb" function to silence notifications, as these notifications can disrupt the Zoom connection
- If more than one participant is joining from a single location, please share a single device or separate into different places altogether, to avoid disruptive audio feedback

## **How to Connect:**

Zoom is available for all computers, Android phones, and iPhones/iPads.

- Use this link to automatically connect to the Zoom meeting: https://zoom.us/j/9725483810
- If this link does not connect you, please do the following:
  - Visit <a href="https://zoom.us">https://zoom.us</a>
  - Click "Join a Meeting" near the top-right corner
  - o Enter Meeting ID: 972 548 3810
  - There is no password
- If neither of these methods connects you, you may call in instead.
  - Use your phone to call any of the following numbers:
    - **301-715-8592**
    - **253-215-8782**
    - **3**46-248-7799
    - **•** 646-558-8656
    - **669-900-9128**
    - **312-626-6799**
  - When prompted to enter a Meeting ID, enter 972 548 3810
  - If prompted to enter a Participant ID, enter #

Thank you,
The Collin County Probate Court