**HOW TO APPEAR IN COURT USING THE**

**Zoom**

This information will help you get the most of your hearings resolved without having to travel to these hearings. **(You, however, cannot appear for trial using this method**.) This is not something that the Court must provide, so **you need to make prior arrangements with the court to use this method.**

**USE BLUE INK TO FILL OUT ANY FORMS AND SIGNATURES**

**FIRST STEP:**

Motion the court to appear via Zoom for your Initial Appearance. The Clerk will send you the link to join the meeting

Mail a Motion, copy of Photo ID, Conditions for use of Zoom, bond payment and information sheet, filled out and signed to the court, then put the actual pages in this packet in the mail to the Court, after making yourself a copy for your records.

**SECOND STEP:**

The Court will notify you as to whether the Motion was granted or denied and will send notification of the day and time for your appearance. You will need to be able to receive and print by email or fax machine the day you are scheduled for your proceeding.

The directions are attached you will still need to be where there is **a printer or fax machine for your proceeding.**

**THIRD STEP:**

you will be emailed the hearing papers after your hearing. You will be signing these documents and You will then have to email or fax the signed document back to the court, **AND YOU WILL NEED TO MAIL THE ORIGINAL SIGNED DOCUMENT BACK TO THE COURT AFTER MAKING A COPY FOR YOUR RECORDS.** These documents must be in the Court file within 7 days.

**PLEASE NOTE:**

Zoom qualifies as an Open Court Proceeding, in the State of Montana  [53-21-122](https://leg.mt.gov/bills/mca/title_0530/chapter_0210/part_0010/section_0220/0530-0210-0010-0220.html), MCA, which is always at the discretion of the Court; **ALL OPEN COURT RULES APPLY.**

There will be no outside interference during the proceeding. No phones, radios, people moving around, etc. Any person in violation of court rules or respect for the court while using Zoom may be held in Contempt Of Court.

Carter County Justice Court Information:

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