

IMPORTANT NOTICE

READ CAREFULLY

Per this Court's standing Order, all Hearings in Division M4/Chapter 61 Limited Action cases are being held by Video Conference due to Covid-19 emergency operations to restrict large gatherings in the Courthouse. You are scheduled to appear in court on the date listed in the Request for Garnishment Hearing you filed.

**You will not appear in person on this date.
Instead, you will appear by video or telephone.**

Prior to your court date you must do the following:

1. Call your attorney and he/she may appear for you unless otherwise directed.
2. If you do not have an attorney, you must appear by Video Conference.
3. If your scheduled **hearing date is ON OR AFTER JUNE 1, 2021**, you will appear by **Zoom Video Conference** as follows:

Zoom.us is the web site for your computer or you can download the Zoom App from your smartphone or tablet app store. **Make sure you test your video and audio.** On the date and time of your hearing, you must appear either:

- a. through the Zoom App using the Meeting ID:
Division M4 Meeting ID: 9137153348
Please make sure you are identified by your name; or
- b. if you do not have internet or have a smartphone, you are required to call in to the hearing by calling **1-888-475-4499** and enter the meeting ID for Division M4 (see above).

If your scheduled **hearing date is BEFORE JUNE 1, 2021**, you will appear by **Bluejeans Video Conference** as follows:

Bluejeans.com is the web site for your computer or you can download the BlueJeans App from your smartphone or tablet app store. **Make sure you test your video and audio.** On the date and time of your hearing, you must appear either:

- c. through the Bluejeans App using the Meeting ID:
Division M4 Meeting ID: 9137153348
Please make sure you are identified by your name; or

- d. if you do not have internet or have a smartphone, you are required to call in to the hearing by calling **1-888-748-9073** or **1-844-540-8065** and enter the meeting ID for Division M4 (see above).
4. You will not receive an “Invite” to the hearing as the Court does not have your email address so you must follow the instructions above.
5. **When you sign into the Video Conference, you must enter your legal name as it appears on the case caption above.** Failure to do so will cause further delays in the Court calling your case on your scheduled date.
6. Additional instructions on how to use Zoom are at: <https://support.zoom.us/hc/en-us/articles/206175806>
7. If you need special help due to language or hearing issues, to make sure an interpreter will be at your hearing you must email your name, case number, and spoken language immediately upon receipt of this Notice to either:

For an interpreter, email to: Dca-foreigninterpreter@jocogov.org
For sign language, email to: DCASignInterp@jocogov.org
8. **You need to log in no earlier than 5 minutes prior to the schedule hearing time, nor later than 5 minutes after the scheduled hearing time. Otherwise, to prevent a disruption of the proceedings, you will be locked out of the hearing and unable to appear, and Judgment may be entered against you. Keep your microphone muted until your case is called.**
9. You are required to send a copy of the Request for Hearing to the Plaintiff’s Attorney.

Failure to appear for your hearing by video or by phone under Paragraph 3 above may result in the garnishment objection being denied.

Judge Daniel Vokins
Division M4/Chapter 61