

Muttontown Village Court Session, February 25, 2021.

Please take notice that your case, or your client's case has been scheduled for a virtual conference on the above date. Logon to the court session **at least 15 minutes** prior to your scheduled time with the login information provided to you. This will allow you the opportunity to resolve any technical issues. Remember to click yes when you get a message from your electronic device asking for permission to access your camera and microphone. Please remember to put your **FULL NAME** when logging in.

- Please be in a **quiet room** to avoid background noise. If possible, use earphones to avoid any feedback. **Do NOT** use speakerphone.
- Upon entering the virtual courtroom, you will be in a waiting room and will remain in that room until your case is called. While in the waiting room, your microphone will be muted and will remain muted until your case is called.
- Court will begin with introductory remarks. Each participant will be called on individually to enter a plea and make any statements after which the court will enter a judgement.
- When your case is called, you will receive a message to start your video. Click **START**.
- Upon completion of your case, the judge will excuse you. Your video and microphone will once again be muted at which point you may leave the session.

After court

- Within 5 business days, the court staff will send you a fine notice by mail, which will provide you with information on how to make your payment. If a week has passed and you have not heard from us, please call, or email the office to follow up. Thank you for your anticipated cooperation. If you have any questions or need further assistance, please contact the Village Court at (516) 364-2240 or e-mail sgambino@muttontownny.gov.

Muttontown Village Court Time: Feb 25, 2021 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting <https://us02web.zoom.us/j/86964448534>

Meeting ID: 869 6444 8534

Passcode: 721936

*When using an Android or Apple device (iPhone), upon hitting the Zoom Meeting Link you will be prompted to download the ZOOM CLOUD MEETINGS App. Once downloaded, you will hit "Join a Meeting". You do not need to Sign up or Sign in to join a meeting. Type your information and click "JOIN". Type in the Meeting ID Number **869 6444 8534** in the box. Type in your full name in the next field under "Screen Name". Type the Zoom Meeting Password **721936** in the field box under "Password" and click "Continue". Click "JOIN WITH VIDEO"*

and you will be automatically asked to connect to video. If you're not asked, look for the camera symbol and click "START VIDEO".

One tap mobile +16465588656,,86964448534#,,, *721936# US (New York)

Dial by your location +1 646 558 8656 US (New York)

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