

## Muttontown Village Court Session, February 11, 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 below. This will allow you the opportunity to resolve any technical issues. Remember to click the camera giving permission to access your camera but please stay muted until called upon.

- 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, please unmute your device.
- 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](mailto:sgambino@muttontownny.gov).

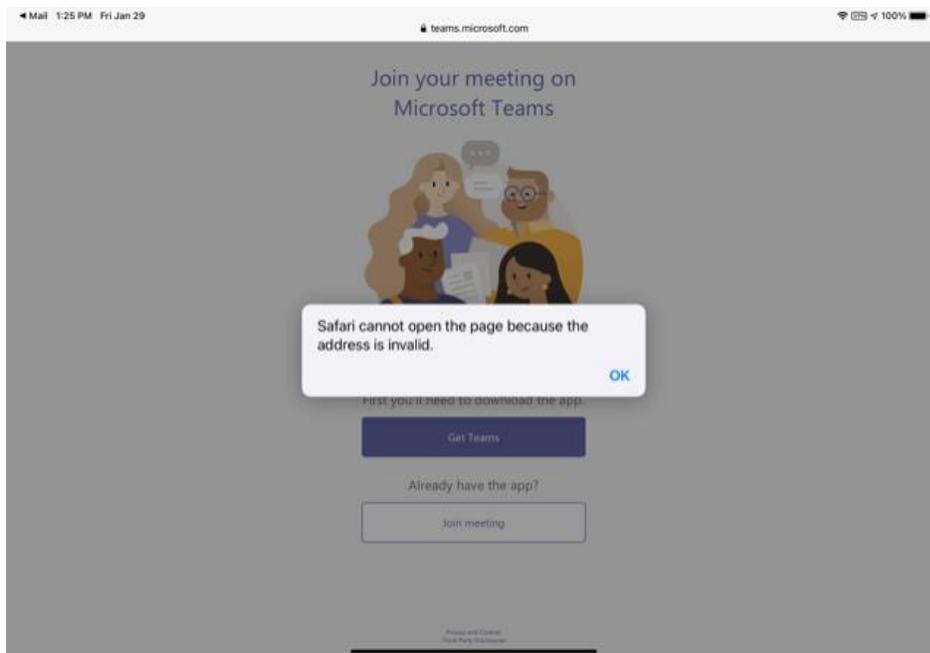
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## Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

*If you receive a message like the image below, please click ok and **download the Microsoft Teams App**. Once the App is downloaded to your device upon clicking the link above, click join the meeting. Please put your full name when joining as a guest and wait in the lobby until someone from the court lets you in.*



**Or call in (audio only)**

[+1 347-378-4143,834436827#](tel:+13473784143834436827) United States, New York City

[\(833\) 262-7886,834436827#](tel:(833)2627886834436827) United States (Toll-free)

Phone Conference ID: 834 436 827#