



# BLACK DIAMOND MUNICIPAL COURT

25510 Lawson Street  
Black Diamond, WA 98010

Phone: (360) 851-4490  
Fax: (360) 851-4491  
[court@blackdiamondwa.gov](mailto:court@blackdiamondwa.gov)

**Your hearing will be held on Zoom.  
PLEASE DO NOT APPEAR IN PERSON AT THE BLACK DIAMOND COURTHOUSE FOR YOUR HEARING.**

## **NOTICE OF VIRTUAL COURT HEARING**

**On the date and time of your scheduled hearing, please follow the step-by-step instructions on the back of this letter to join the hearing by video or by phone.**

You have been scheduled to attend court by video or by phone, via Zoom. Do NOT appear in person at the courthouse for your hearing! On the date and time of your scheduled hearing, please follow the step-by-step instructions provided on the back of this letter to join the hearing by video or by phone via Zoom.

**For our virtual hearing to run smoothly, your response is requested.**

To respond, send an email to: [\*\*court@blackdiamondwa.gov\*\*](mailto:court@blackdiamondwa.gov) with the following information:

*Note: You may either type this information into an email \*or\* fill in this form using clear handwriting and then scan or photograph this form and email it to the court.*

<b>Name / Case Number</b>	
<b>Preferred Email Address</b>	
<b>Current Mailing Address</b>	
<b>Current Phone Number</b>	

Note: If you wish to “file” documentation/exhibits for the judge to review during the hearing, you may attach them to this email, and they will be placed in your case file. If you are unable to email your response, please contact the court clerk’s office at 360-851-4490.

If you have technical difficulties joining the Zoom meeting, please email the court at [\*\*court@blackdiamondwa.gov\*\*](mailto:court@blackdiamondwa.gov)

## BLACK DIAMOND MUNICIPAL COURT VIRTUAL HEARING INSTRUCTIONS

### To Join the Zoom Hearing by Video (Cell Phone, iPad/Tablet, Computer/Laptop)

1. Open an internet browser (Chrome, Internet Explorer etc.)
2. In the address bar type in **zoom.us/join** and then push enter
3. Type in the meeting ID and select 'Join'

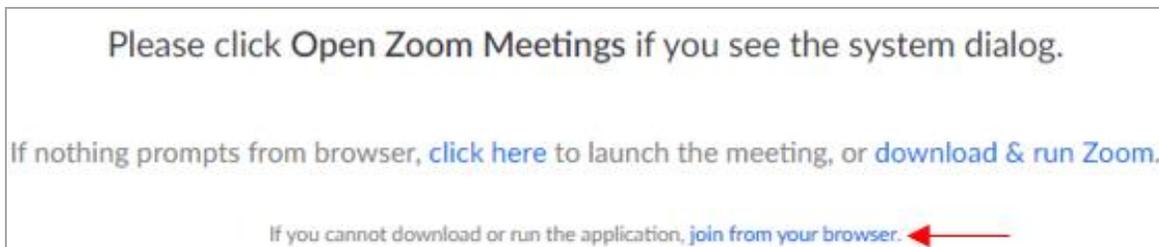
Join a Meeting

Meeting ID or Personal Link Name

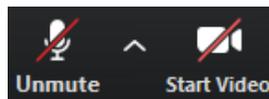
Join

520 859 9633

4. Enter the password **294281**
5. If you do not want to download the Zoom App, click 'Join from your browser' at the bottom (see example below). Otherwise, select click here or download & run Zoom.



6. When you are admitted to the virtual courtroom, you will remain muted until the Judge calls your case. Your patience is appreciated!
7. When your case is called, please check that your mic is not muted. Click 'Unmute' if your mic shows a line through it.



8. If you need assistance on the day of the hearing, please email the court: [court@blackdiamondwa.gov](mailto:court@blackdiamondwa.gov)

**NOTE: If you get disconnected, you can restart these steps from the beginning.**

### To Join the Zoom Hearing by Phone (Audio Only)

1. Dial **1-253-215-8782**
2. Enter the Meeting ID without spaces or dashes **520 859 9633**
3. No Participant ID is needed. Please press # to continue.
4. Enter the Password **294281**
5. Record your first and last name
6. When you are admitted to the virtual courtroom, you will remain muted until the Judge calls your case. Your patience is appreciated!
7. When your case is called, press \*6 to unmute/mute your phone.
8. If you need assistance on the day of the hearing, please email the court: [court@blackdiamondwa.gov](mailto:court@blackdiamondwa.gov)