

PLEASE NOTICE

If you wish to participate by telephone you must complete a **REQUEST TO USE COMMUNICATION EQUIPMENT**.

Mail the **Original** form to the Ottawa County Clerk
Circuit Court Records Division
414 Washington Street, Room 320
Grand Haven, MI 49417

OR

You may fax file your request. Please see the **Facsimile and Transmission of Documents Policy** and **Facsimile Coversheet** on the Circuit Court website –
www.miottawa.org/courtsLE/20th_circuit/

You must also provide copies of your **Request to Use Communication Equipment** to the opposing party(s) in your case and to the 20th Circuit Court
Trial Court Division
414 Washington Street, Room 300
Grand Haven, MI 49417

Complete the form in its entirety. If not completed, the form will be returned to you for completion. You must complete a new form for each hearing scheduled. One form does not cover all proceedings.

COURT RULE REGARDING TELEPHONIC COMMUNICATION:

Any party not living in Ottawa County or any of its contiguous counties (Muskegon, Allegan, Kent) may participate in a hearing by telephone by following Michigan Court Rule 2.402(B), Use of Communication Equipment which states, in part:

“A party wanting to use communication equipment must submit a written request to the court at least 7 days before the day on which such equipment is sought to be used, and serve a copy on the other parties.....”

Michigan Court Rule 2.402(C) also states:

“The party who initiates the use of communication equipment shall pay for its use.....”

If there is an outstanding bench warrant for your arrest or if you are required to appear on an Order to Show Cause, you may **NOT** appear via telephonic communication.

If your request to participate in your hearing by telephone is approved, you must submit your income information (as listed on the attached “NOTICE”) prior to the date of hearing.

**STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR THE COUNTY OF OTTAWA**

_____,
Plaintiff,

REQUEST TO USE
COMMUNICATION EQUIPMENT

vs.

Case Number: _____

_____,
Defendant.

Judge: _____

I, _____, hereby request to participate in the hearing scheduled
(print your name)

on _____ by telephone.
(date of hearing)

I hereby state that I DO NOT live in Ottawa County, Michigan, or any of its contiguous Counties
(Muskegon, Allegan, Kent) and agree that I will bear the burden of any expense(s) incurred and I WILL
MAKE THE CALL TO THE COURT on the date and time scheduled to do my hearing.

Phone number for Ottawa County Building: 616-846-8320
Phone number for The Fillmore Complex: 616-786-4110

If your request to participate in your hearing by telephone is approved, you must submit your income
information (as listed on the attached "NOTICE") prior to the date of hearing.

Date: _____

(signature)

PROOF OF SERVICE

I, _____ hereby state that on this date I mailed a **copy** of this request to
the [] Plaintiff or [] Defendant at his/her last known address and the **original** to the Court.

Date: _____

(signature)