



**MASON COUNTY DISTRICT COURT**  
 419 N. 4<sup>th</sup> St/PO Box "O", Shelton, WA. 98584  
 360-427-9670 ext. 339 / FAX – 360-427-7776 / [districtcourt@masoncountywa.gov](mailto:districtcourt@masoncountywa.gov)

**Any person who is sick or in quarantine status shall not enter the courthouse.**

Per Administrative Order – 22-009 (signed 4/25/2022) - *Effective immediately* - Mason County District court will be resuming in person hearings for all Criminal matters and all Civil Protection/Anti-Harassment order hearings.

**You are to appear in person unless otherwise authorized by the court to appear via zoom.**

*(Refer to court order or contact your attorney or the court)*

<u><b>IN PERSON REQUIRED</b></u>	<u><b>ZOOM 1</b></u> <u><b>In-person optional</b></u>	<u><b>ZOOM 2</b></u> <u><b>In-person optional</b></u>
<u><b>CRIMINAL</b></u>	<u><b>TRAFFIC</b></u> <u><b>INFRACTIONS</b></u>	<u><b>CIVIL</b></u>
Arraignments	Mitigation	Civil motions
Change of plea	Contested	All other civil matters i.e.:
Review		Small claims hearings (Does not include Mediation)
Jury trial		Name change
Sentencing	<u><b>CRIMINAL</b></u>	Dangerous dog
Interpreter	<i>Only those criminal cases that have been authorized by the Court to be held via ZOOM</i>	Vehicle impound
Calendars		
Fact finding		
Criminal Motions		
Warrant Quash		
Pre-trial	<b>Smart Phone or Computer</b> <a href="https://zoom.us/j/8503806689">https://zoom.us/j/8503806689</a> <b>Meeting ID Number: 850 380 6689</b>	<b>Smart Phone or Computer</b> <a href="https://zoom.us/j/8535671315">https://zoom.us/j/8535671315</a> <b>Meeting ID number: 853 567 1315</b>
Show Proof	<b>From your Telephone:</b> <b>+1 253 215 8782</b> <b>Meeting ID number: 850 380 6689</b>	<b>From your Telephone:</b> <b>+1 253 215 8782</b> <b>Meeting ID number: 853 567 1315</b>
<u><b>CIVIL</b></u>		
Civil Protection orders		
Civil Trials		

*SEE REVERSE FOR ADDITIONAL ZOOM INSTRUCTIONS*

## VIRTUAL/TELEPHONIC INSTRUCTIONS

If you have a matter that is scheduled in Mason County District Court (MCDC) for a Zoom Telephonic Appearance, you will appear one of two ways:

1. Use your Computer or Smart phone. Join the Zoom Meeting by going to the Designated Website and entering the Meeting ID number.
2. By using a telephone and dialing 1-253-215-8782, then when prompted, enter the Meeting ID number listed below.

The first time you join a *Zoom Meeting* by computer or smart phone an app will automatically be downloaded to your device. *Please allow extra time for this process.*

**In order to participate in the conference call by computer you will need a microphone and speaker/headset. In the alternative you can call in by using option 2 above.**

**JOIN THE MEETING 10 MINUTES PRIOR TO THE SCHEDULED HEARING TIME.**

*Wait for your case to be called.*

***Parties are to remain in the Zoom meeting until their matter is heard by the Court.***

*All participants will be muted upon joining and will not be allowed to speak unless prompted by the Court. Members of the public are welcome to listen to court proceedings but are not allowed to participate or speak during the proceeding. The Court can and will remove a person from the “courtroom” if they are disruptive. A person who is disruptive could be subject to sanctions by the Court just as if the person was physically in the courtroom.*

## ZOOM Meeting Instructions

**LOG IN 10 MINUTES PRIOR TO COURT TIME OR SOONER**



***MAKE SURE YOUR AUDIO IS ON!!!***

As a reminder – although you are not physically in the courtroom, **ALL** courtroom etiquette still applies. Conduct yourself as if you were sitting in the courtroom.

Remember to:

- Wear proper attire.
- Remove your hat.
- No food or drink during court session – water excluded.
- No smoking.
- No swearing.
- Keep the video camera **still and facing towards your face** – refrain from walking around as it distracts others.
- Stay muted until court asks you to unmute. If calling in, press \*6 to unmute.
- Be aware of your surroundings and what is in the background.
- Make sure your location is free of distractions. No music, children, pets, or other distractions during court session.
- Wait for the Judge to call your name.

➤ **MAKE SURE YOU CONNECT WITH AND TURN YOUR AUDIO ON**

➤ **MAKE SURE YOU HAVE A SPEAKER CONNECTED TO HEAR THE COURT**

➤ ***When calling in on a phone – PRESS \*6 when asked to Mute or Unmute***

**THANK YOU**