



Magistrate Court of DeKalb County
State of Georgia

Date

Name
Address

Case Number:00M00000

RE: **Plaintiff VS Defendant**

On Behalf of the Honorable Judge Berryl A. Anderson, you are hereby notified that the above styled action is set for a virtual Mediation hearing. You are required to appear in courtroom Small Claims Virtual CT3 via Zoom at _____ on _____.

Mediation is an informal and non-adversarial process for parties and/or their attorneys to discuss and hopefully resolve their dispute with the assistance of a mediator. A mediator is a neutral third-party who guides the discussion but has no authority to decide the case. You are not required to reach an agreement, but the Court does require that you make a good faith effort to do so. Mediators will be available at no cost to the parties.

The Zoom mediation hearing details follow:

MAGISTRATE COURT Small Claims Virtual CT3 is inviting you to a scheduled Zoom meeting.

Topic: DeKalb Magistrate Court Civil Virtual Mediation: _____

Join from PC, Mac, Linux, iOS or Android: _____

The Court requests that everyone join the Zoom meeting at: _____

Please test your connection and equipment the day before your hearing using the following link:
<https://zoom.us/test>.

Call the Magistrate Court line at [404-371-2261](tel:404-371-2261) option 2, with any questions regarding this hearing.

Please visit DeKalb County Portal to obtain case information at
<https://portal-gadekalb.tylertech.cloud/portal>

Best regards,

Deputy Clerk, Magistrate Court
DeKalb County, Georgia



IF YOU HAVE ANY QUESTIONS OR CONFUSION ABOUT THE INSTRUCTIONS BELOW, PLEASE CALL THE CLERK at (404) 371-2261 or EMAIL CLERK AT SMALLCLAIMSCT3@DEKALBCOUNTYGA.GOV

- 1) The mediation will be held **REMOTELY utilizing the video conferencing application Zoom. You are required to attend remotely using the Zoom video conferencing application.**
- 2) Please log onto <https://portal-gadekalb.tylertech.cloud/portal> to retrieve a copy of any order entered by the court in this matter.
- 3) At the date and time listed above on page 1 of this notice, the Court will address the case that was filed. If Plaintiff and/or Defendant do not appear using the Zoom video conferencing application, orders may still be issued.
- 4) **To make your experience easier, BEFORE** contacting the clerk by phone, you may create a free account and download the ZOOM application (www.zoom.us) onto your cell phone and/or computer. A ZOOM account is free. This is not a requirement but will improve your video experience. Your cellphone camera or the camera on your computer is **required** to participate in the hearing. You will also need internet connectivity to participate in the hearing. You will also need to use the camera on the cell phone or computer for which you use Zoom.
- 5) How to join a Zoom meeting using the invite link:
 1. Click the invite link or copy and paste the link into a web browser.
The web browser will redirect you to the launch meeting page. A pop-up will ask if you want to open Zoom Meetings.
 2. (Optional) Select the check box if you want to always allow Zoom to open links of this type in the associated app.
Note: This option is only available on select browsers.
 3. Click **Open**.
The Zoom app will open and direct you to the meeting.
Note: This button may say something else, such as **Allow** or **Open zoom.us**, depending on the web browser and device you are on.

* Additional information for connecting to a Zoom meeting can be found at https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0065180#h_01GXPAJJBC020TZWP44HB2ACYD

*Additional information about controls once you're in a Zoom meeting can be found here: https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0062674