



**Little River Band of Ottawa Indians
Tribal Court**

3031 Domres Road ■ Manistee, Michigan 49660
231-398-3406 ■ Fax: 231-398-3404
tribalcourt@lrboi-nsn.gov

NOTICE:

BEGINNING OCTOBER 1, 2023, THE TRIBAL COURT WILL NO LONGER BE UTILIZING ZOOM FOR ITS VIRTUAL COURT HEARINGS. PLEASE SEE THE FOLLOWING INSTRUCTIONS ON HOW TO ATTEND VIRTUAL COURT HEARINGS BEGINNING OCTOBER 1.

TRIBAL COURT POLICY FOR VIRTUAL HEARINGS

- **Please connect to the hearing early.** If you connect after a hearing has already begun, there is no guarantee you will be admitted to the hearing.
- **PARTIES AND WITNESSES MUST APPEAR BY VIDEO.** If you do not have video capability, please obtain approval from the court prior to the hearing to attend without video.
- **Photography, recording or broadcasting of any hearing is strictly prohibited.** (*Rules of Civil Procedure, CR 4.015*)
- Upon entering the hearing, you will be placed in a “Lobby” until the Judge is ready to begin the proceedings.
 - If you are a party to the hearing, you will be moved into the “Gallery” where you will be able to actively participate in the hearing.
 - If you are not a party to the hearing, you will remain in the “Lobby” where you will be able to hear and see the hearing but will not be able to actively participate in the proceedings.
- The virtual hearing is an official court proceeding and therefore an extension of the court room. Appropriate conduct and attire are required.
- The judge has the same authority over the virtual court participants as if they were physically present in the courtroom, including the authority to hold someone in contempt of court.
- Any messages or conversations not a part of the official court proceeding between the client and the attorney should take place outside the virtual courtroom. A request can be made to the Judge to enter a “Breakout Room.”
- Remote participants must use a private and quiet room that will be free from interruptions. Avoid rooms with bright windows or back lighting.
- Remote participants should take the time prior to the hearing to become familiar with the DCR Virtual Courtroom.
- The court does not provide technical assistance for testing or troubleshooting.

INSTRUCTIONS FOR DCR VIRTUAL COURTROOM **(Liberty Virtual Courtroom)**

USING LVC ON A STANDARD TELEPHONE:

- 1) Call (231) 216-7575
- 2) When prompted to enter your case code, enter the following: 123-723-0701
- 3) Please wait for the Court to admit you to the hearing. Please note: The Court Clerk may ask you to identify yourself to determine if you are a party to the case or not.

USING LVC ON A PC:

- 1) Go to the Liberty Virtual Courtroom (LVC) website at: <https://shorturl.at/nwy27>
- 2) Click "Download DCR-VC"

BIS Digital – Courthouse

Download and Run DCR Virtual Courtroom

To participate in a court hearing, please download and run DCR Virtual Courtroom (DCR-VC) using the link below



Download Link (For Windows): [Download DCR-VC](#) (version 2.4.2406)

Not using Windows?

Please select the correct operating system from this dropdown menu:

Connecting to the Court by telephone

If you cannot use the DCR-VC application, then you may be able to connect to the hearing using a telephone.

To dial in, call this telephone number:

123-456-7890

After connecting, you will be prompted to enter the following 10-digit code:

123-723-0701

- 3) Open the downloaded file. This will run the program on your PC.
- 4) When prompted, enter your name, docket number (which is your case number) and your role in the court hearing. When finished, click "OK"
- 5) You will be notified that you have connected to the virtual courtroom and asked if you agree to start conferencing. Click "Yes"

USING LVC ON AN ANDROID DEVICE FOR THE FIRST TIME:

- 1) Go to the Liberty Virtual Courtroom (LVC) website at: <https://shorturl.at/nwy27>
- 2) Click "Download DCR-VC" (If you get a message that says "file might be harmful" click "Download anyway")

BIS Digital – Courthouse

Download and Run DCR Virtual Courtroom

To participate in a court hearing, please download and run DCR Virtual Courtroom (DCR-VC) using the link below.



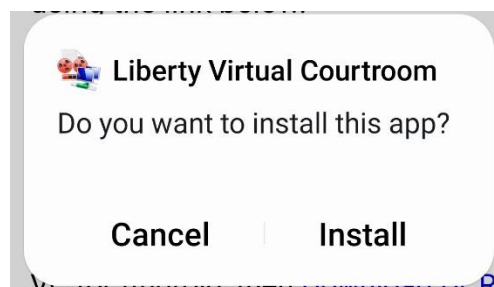
Download Link (For Android):

If you have not previously installed the latest version (2.4.28) of DCR-VC for Android, then [Download DCR-VC](#) now.

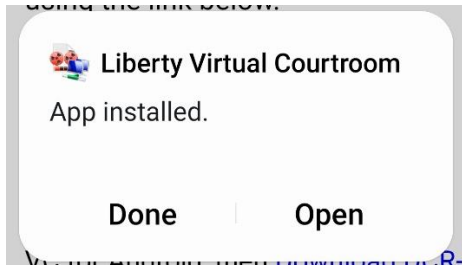
Once the latest version is installed, click this link to [Run DCR-VC and Logon](#).

NOTE: If the "Run DCR-VC and Logon" link does not work (nothing happens when you click it), it means that DCR-VC for Android is not installed.

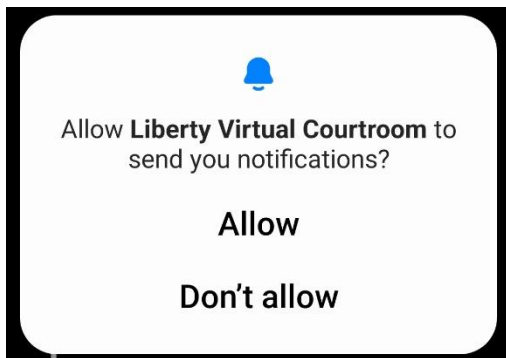
- 3) Click "Install" when prompted.



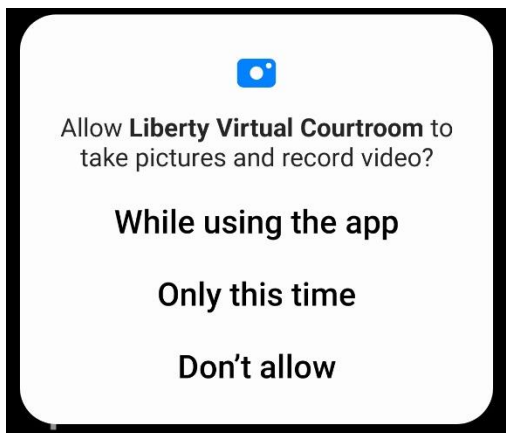
- 4) When installation is complete, click “Open.”



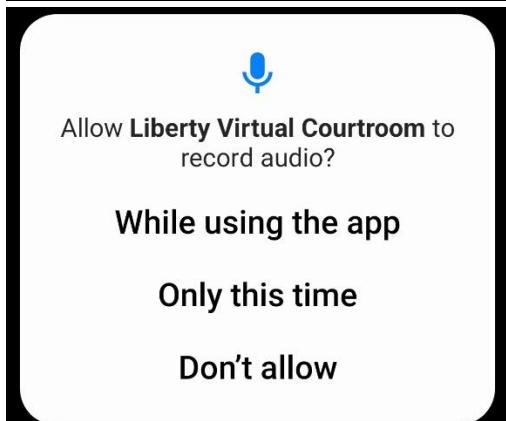
- 5) Once Liberty Virtual Courtroom has been installed, you will get several prompts asking to allow LVC to “take pictures” and “record audio,” etc.



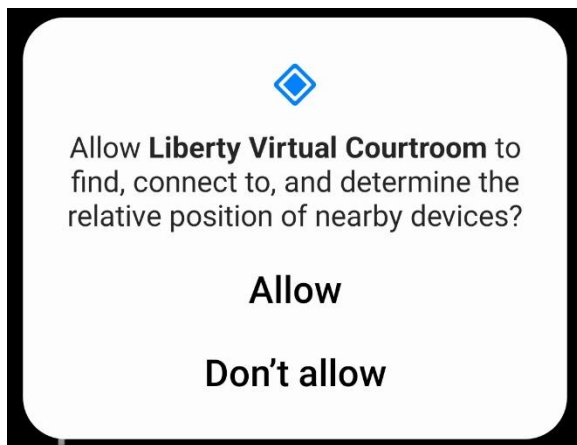
You can choose either.



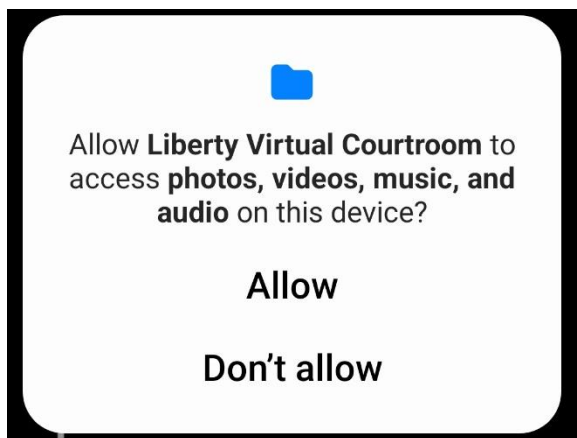
Please choose “While using the app” or “Only this time”



Please choose “While using the app” or “Only this time”



Please choose "Allow"



You can choose either.

*Note: If you plan on sharing documents, photos, etc. in the hearing, you must choose "Allow"

- 6) A box will pop up that says "Specify additional parameters" - Enter your name, docket number (which is your case number), and your role in the court hearing.

A white rounded rectangle form with a black border. The title "Specify additional parameters" is at the top in bold. Below it are three sections: "Your full name (last name first):" with a text input field containing the placeholder "<LastName FirstName>"; "Docket number (optional):" with an empty text input field; and "Your role in the court hearing (optional):" with a dropdown menu showing "[Not specified]". At the bottom are two buttons: "Cancel" and "Logon".

- 7) Click "Logon" and wait for the Court to admit you to the hearing.

USING LVC ON AN ANDROID DEVICE ONCE YOU'VE ALREADY DOWNLOADED LVC:

- 1) Go to the Liberty Virtual Courtroom (LVC) website at: <https://shorturl.at/nwy27>
- 2) Click "Run DCR-VC and Logon"

BIS Digital – Courthouse

Download and Run DCR Virtual Courtroom

To participate in a court hearing, please download and run DCR Virtual Courtroom (DCR-VC) using the link below.



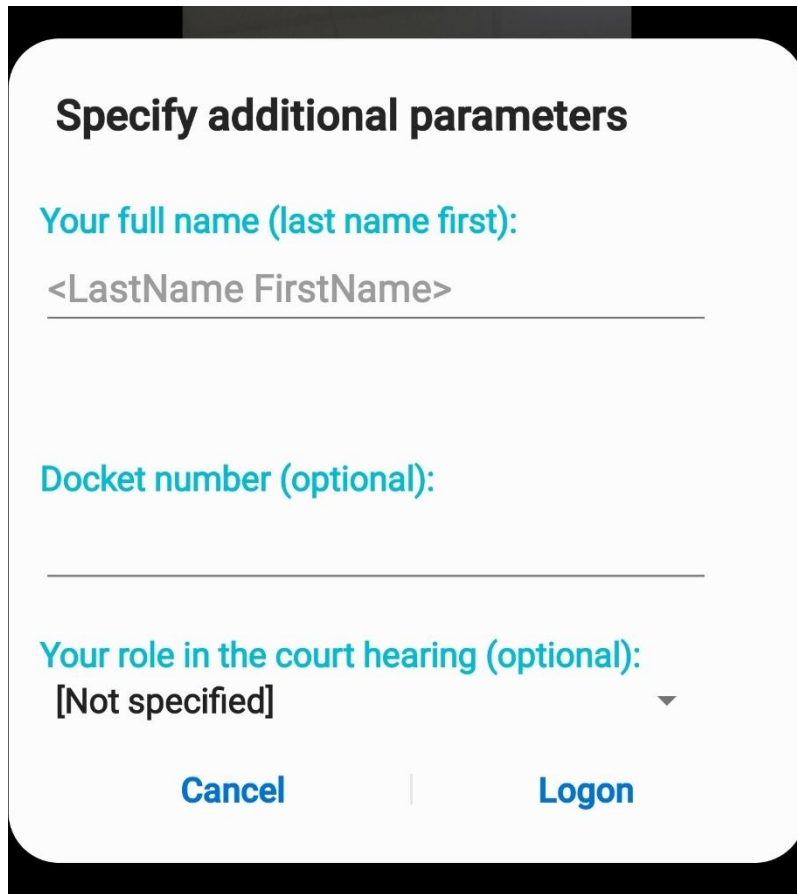
Download Link (For Android):

If you have not previously installed the latest version (2.4.28) of DCR-VC for Android, then [Download DCR-VC](#) now.

Once the latest version is installed, click this link to [Run DCR-VC and Logon](#).

NOTE: If the "Run DCR-VC and Logon" link does not work (nothing happens when you click it), it means that DCR-VC for Android is not installed.

- 3) A box will pop up that says “Specify additional parameters” - Enter your name, docket number (which is your case number), and your role in the court hearing.



Specify additional parameters

Your full name (last name first):

<LastName FirstName>

Docket number (optional):

Your role in the court hearing (optional):

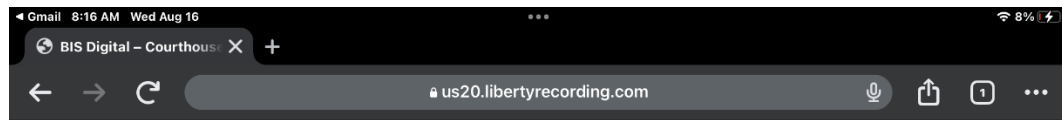
[Not specified]

Cancel | Logon

- 4) Click “Logon” and wait for the Court to admit you to the hearing

USING LVC ON AN APPLE DEVICE FOR THE FIRST TIME:

- 1) Go to the Liberty Virtual Courtroom (LVC) website at: <https://shorturl.at/nwy27>
- 2) Click “Download from App Store”



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Download and Run DCR Virtual Courtroom

To participate in a court hearing, please download and run DCR Virtual Courtroom (DCR-VC) using the link below.



Download Link (For iOS):

If you have not previously installed the latest version (2.4.0) of DCR-VC for iOS, download DCR-VC from the [App Store](#).

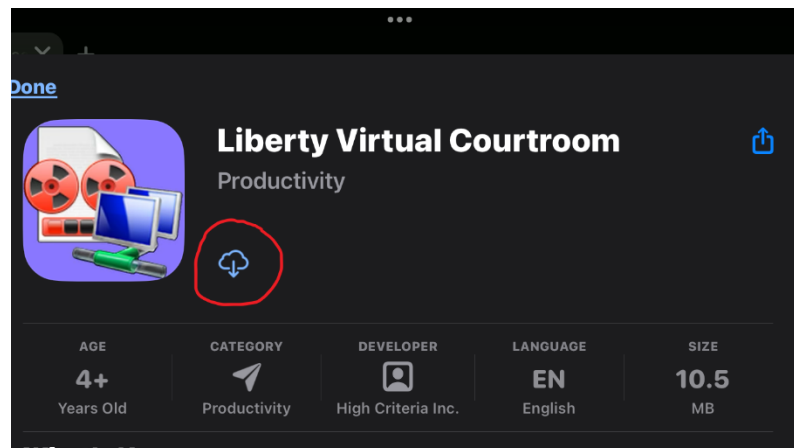
Once the latest version is installed, click this link to [Run DCR-VC and Logon](#)

NOTE: If the “Run DCR-VC and Logon” link does not work (nothing happens when you click it), it means that DCR-VC for iOS is not installed.

Not using iOS?

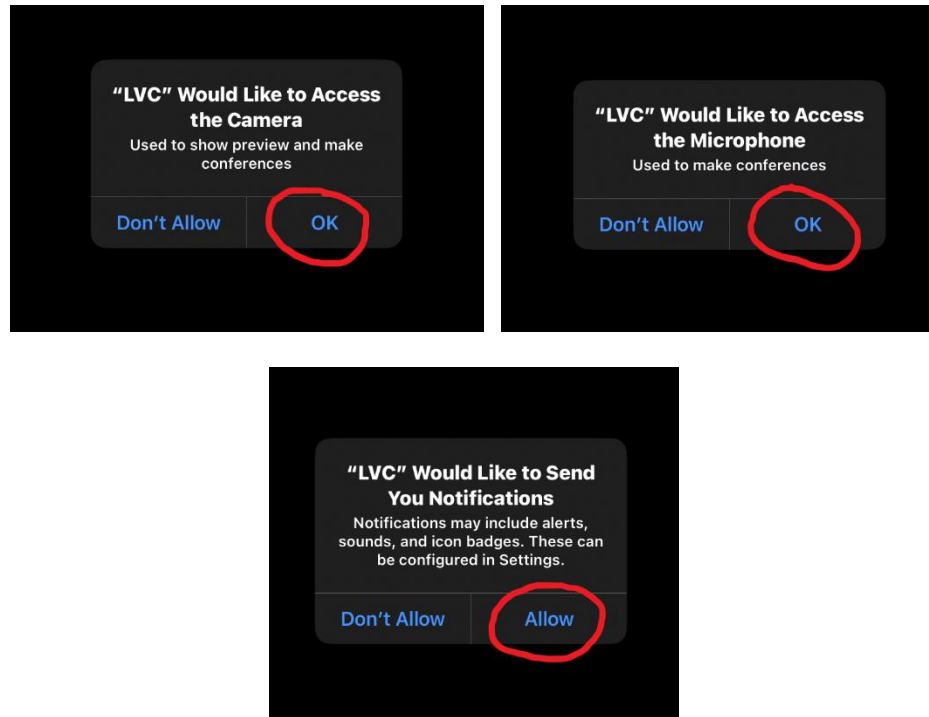
Please select the correct operating system from this dropdown menu: [--- Auto determined ---](#)

- 3) Once in the App Store, click the “download” icon



- 4) When download is complete, click “Open”

- 5) You will get several prompts asking to allow LVC to have “access to camera” and “access to microphone.” – Be sure to click “OK” as these will affect your impact to properly use the software.



- 6) A box will pop up that says “Specify additional parameters” - Enter your name, docket number (which is your case number), and your role in the court hearing

A screenshot of a dialog box titled 'Specify additional parameters'. It has 'Cancel' and 'Done' buttons at the top. The form contains three input fields: 'Your full name (last name first)' with a placeholder '<LastName FirstName>', 'Docket Number', and 'R...'. Below these is a dropdown menu currently showing '[Not specified]' with options 'Attorney' and 'Attorney for Parent' visible. A partial 'enc' label is on the right.

- 7) Click “Done” in the top right corner of the prompt box.
- 8) You will get a notice that says “Conferencing!” – Click “Ok”
- 9) Wait for the Court to admit you to the hearing

USING LVC ONCE YOU'VE ALREADY DOWNLOADED LVC ON YOUR APPLE DEVICE:

- 1) Go to the Liberty Virtual Courtroom (LVC) website at: <https://shorturl.at/nwy27>
- 2) Click "Run DCR-VC and Logon" if you've already downloaded LVC on your Apple device



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Download and Run DCR Virtual Courtroom

To participate in a court hearing, please download and run DCR Virtual Courtroom (DCR-VC) using the link below.



Download Link (For iOS):

If you have not previously installed the latest version (2.4.0) of DCR-VC for iOS, download DCR-VC from the [App Store](#).

Once the latest version is installed, click this link to [Run DCR-VC and Logon](#)

NOTE: If the "Run DCR-VC and Logon" link does not work (nothing happens when you click it), it means that DCR-VC for iOS is not installed.

Not using iOS?

Please select the correct operating system from this dropdown menu: --- Auto determined ---

- 3) You will be prompted "Open in LVC" – Click "Yes"
- 4) When prompted, enter your name, docket number (which is your case number), and your role in the court hearing.

A screenshot of a mobile application dialog box titled "Specify additional parameters". It has "Cancel" and "Done" buttons at the top. The form contains three input fields: "Your full name (last name first)" with a placeholder "<LastName FirstName>", "Docket Number", and "R...". Below these fields is a dropdown menu currently showing "[Not specified]" with options "Attorney" and "Attorney for Parent" visible. A partial "enc" label is visible on the right side of the dialog.

- 5) Click "Done" in the top right corner of the prompt box.
- 6) You will get a notice that says "Conferencing!" – Click "Ok"
- 7) Wait for the Court to admit you to the hearing