

NOTICE OF VIRTUAL HEARING

Date: [Insert Date]

Case Name: [Insert Case Name/Reference]

Case Number: [Insert Case Number]

Dear [Recipient Name],

This letter serves as formal notice that a virtual hearing regarding the above-referenced matter has been scheduled. Due to current protocols, this hearing will be conducted remotely via video conference.

Hearing Details:

- **Date:** [Insert Date of Hearing]
- **Time:** [Insert Time, including Time Zone]
- **Platform:** [Insert Platform Name, e.g., Zoom, Microsoft Teams]

Access Information:

- **Meeting Link:** [Insert URL/Link]
- **Meeting ID:** [Insert ID Number]
- **Passcode:** [Insert Passcode, if applicable]
- **Dial-in Number (Audio Only):** [Insert Phone Number]

Instructions for Participants:

1. Please join the meeting 10 minutes prior to the scheduled start time to test your audio and video settings.
2. Ensure you are in a quiet, private location with a stable internet connection.
3. Identify yourself clearly upon entering the virtual waiting room.
4. Any digital evidence or documents to be presented must be submitted to [Insert Email/Department] by [Insert Deadline Date].

If you have any technical difficulties or are unable to attend at the scheduled time, please contact [Insert Contact Person/Department] at [Insert Phone Number/Email] immediately.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Organization]