

## 1<sup>st</sup> J.D. WebEx Instructions for Court Hearing Participants

WebEx allows for video conferencing for meetings and court hearings. Participants can appear through video conferencing in a virtual meeting/courtroom. If a party does not have video capability, the party must obtain permission from the division to appear by phone prior to the scheduled hearing. **All court hearings will be on the record.**

### **Instructions for Joining the Virtual Courtroom**

#### **(1) Join via Web for a virtual appearance (from a cell phone or a computer)**

- First you will need to download Cisco WebEx (for free) onto your cell phone or computer (*see instructions below.*)
  
- To join the web conference you need:
  - Which Judicial Officer is hosting the hearing,
  - Judicial Officer's Web link, (*Link below*)
  - Meeting Number/Access Code (*Link below*)

[https://www.courts.state.co.us/Courts/District/Custom.cfm?District\\_ID=1&Page\\_ID=990](https://www.courts.state.co.us/Courts/District/Custom.cfm?District_ID=1&Page_ID=990)

#### **(2) Join via Phone – appearance by phone ONLY must be approved by the division prior to the scheduled hearing.**

- Participant calls in  
For this you need three pieces of information:
  - Which Judicial Officer is hosting the hearing,
  - WebEx “join by phone” #: 720-650-7664 **OR** 1-415-655-0001
  - Judicial Officer's Meeting Number/Access Code (*See link below*)

[https://www.courts.state.co.us/Courts/District/Custom.cfm?District\\_ID=1&Page\\_ID=990](https://www.courts.state.co.us/Courts/District/Custom.cfm?District_ID=1&Page_ID=990)

## INSTRUCTIONS FOR INSTALLING CISCO WEBEX:

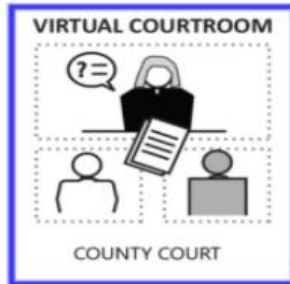
### Cisco WebEx Meetings for Smart Phones

Click on the link below to access the Jefferson County Virtual Courtrooms.

Select the box for your appropriate division.



DIVISIONS 1 - 15



DIVISIONS A - J



DIVISIONS L - Z

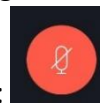
Select the judicial officer assigned to your case.

[https://www.courts.state.co.us/Courts/District/Custom.cfm?District\\_ID=1&Page\\_ID=990](https://www.courts.state.co.us/Courts/District/Custom.cfm?District_ID=1&Page_ID=990)

Follow the instructions and prompts on your smart phone to access Cisco WebEx app if you have not previously downloaded to your phone.

- You will be prompted to enter your name and email address. Please enter your name legal name as it appears on court documents.
- The app may for permission to access your microphone, camera and/or location. Please allow permission in order to connect to the meeting/court hearing.

- The red icon looking like this means the **microphone is OFF**:



- The red icon looking like this means the **camera is OFF**:



- If the above icons are grey, this means your microphone and video are active.

## Cisco WebEx Meetings for Computers

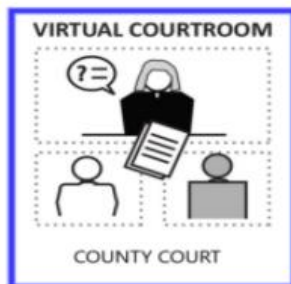
In your computer browser, **click on the link**

[https://www.courts.state.co.us/Courts/District/Custom.cfm?District\\_ID=1&Page\\_ID=990](https://www.courts.state.co.us/Courts/District/Custom.cfm?District_ID=1&Page_ID=990)

1. Select the box for the division where your case is assigned.



DIVISIONS 1 - 15



DIVISIONS A - J



DIVISIONS L - Z

2. Select the link for the Judicial Officer who is assigned to the case.
3. Click on the Green Join Meeting Button.
  - Let it open "Cisco WebEx Meetings", it might need to download if you have not previously used it. From there, you will be in the virtual courtroom of the judicial officer. You will not join the meeting until you click the green "Join Meeting" button.
  - If the microphone and video buttons are red, you are muted and not on camera.
  - If you click on the red buttons they will turn gray and you will then be unmuted and on video.
  - Click the green "Join Meeting" button when you are ready.

**To help ensure that the virtual/phone conference meeting can be most effective and successful for all participants, here are some helpful hints to follow:**

- #1. **Please mute your phone/computer audio while not speaking.** You should only unmute when you want to speak. This helps greatly in reducing background noise.
- #2. Please state your name before speaking. Or wait to be called on by the Meeting Host. The meeting/discussion will run most efficiently if one person speaks at a time.