

# How to Join Denver Probate Court's Virtual Courtrooms

\*\*\*The Virtual Courtrooms use the Cisco Webex platform. To refer to Cisco's own directions for joining a Webex meeting, or to perform a test meeting on your device, visit their website at [www.webex.com](http://www.webex.com).

You can create an account by going to <https://www.webex.com/pricing/index.html> and selecting "Sign Up" for a free account. If you do not want to create an account, you can just download the software (also free) at <https://www.webex.com/downloads.html>

- Appearing By Video (Preferred)

- If appearing by video, you will need to join from a computer or tablet equipped with a Webcam and speaker, or from your smart phone, using the Webex App free download.
- To join a DPC Virtual Courtroom from the Webex App, enter the relevant meeting code (listed below), into the "Join a Meeting" field and click the "Join" button

**Courtroom 224 Meeting Number: 929 534 402**

**Courtroom 300 Meeting Number: 920 159 400**

- If you are sent a meeting invitation, simply click "Join Meeting" button or link you received by email. You may be taken to a screen where you will need to confirm opening the meeting.
- Make sure both your microphone and video icons are turned on, and double check that "Use computer for audio" is selected in the preview screen. Once in the meeting, please mute your microphone if you are not speaking to reduce feedback for other participants.
- To leave the meeting, click the "Leave Meeting" button (the red circle with the white "X") in your tools at the bottom of the screen and select "Leave Meeting."

Below is a guide for the icons that appear at the bottom of your screen:



- Appearing by Telephone

- If you do not have a device with a camera, or your device stops working during a hearing, you may also join the meeting by calling: **720-650-7664** (Please do not use speakerphone).
- You will then be prompted to enter a meeting number or access code, which will depend on the Courtroom the hearing is being held in:

**Courtroom 224 Meeting Number: 929 534 402**

**Courtroom 300 Meeting Number: 920 159 400**

- If the host has started the meeting, you'll be immediately looped in. If the meeting has not been started, you will be on hold.
- If prompted for an "Attendee ID," simply press the # key.



## **Virtual Best Practices**

(Recommendations for a Public Participant in a Virtual Hearing)

### **How to Appear in the Virtual Courtroom:**

- Dress appropriately for court.
- Ensure that your background is appropriate (plain or neutral is best); you may be asked to turn on your camera.
- Refrain from eating or chewing gum during the session.
- If you have pets, please keep them outside of the room in which you are participating.
- Remember to silence your cell phone.

You may be put in a virtual lobby or waiting room before joining and/or during the session. Please do not hang up or leave. You will be brought into the hearing when the court is ready for you.

### **How to Help Make a Clear Record:**



Remember that there is a record being made of the proceedings and you must be heard and understood. If wearing a mask, please recognize that it is more difficult to understand a speaker through a mask.

*Note: Surgical masks allow for the clearest sound to pass through; N95 masks do not and will likely cause you to have to repeat yourself often; cloth masks fall in between surgical and N95 masks when considering sound quality.*

Mute your microphone before joining the virtual hearing and when not speaking. Do not rattle papers or type while unmuted.

Speak one at a time, as you would in person in court. If two people speak at once, they cancel each other out and neither person's statement will be preserved in the record.



### **Safety Considerations:**

Please do not drive a vehicle while participating in the session.

### **Technology Tips:**

Be in a quiet location without distractions with **strong** internet service.

For best sound quality, **use a headset with built-in microphone and earphones.**

*Note: Video-gaming headsets work very well in virtual hearings.*



Each person participating should have access to their own device; sharing one device between multiple persons invites audio issues.