17th J.D. Webex Instructions for Court Hearing Participants

Webex allows for video conferencing for Meetings and Court Hearings. All participants can appear through video conferencing in a virtual meeting room. If a party does not have video capability, they can call/be called into the "meeting room" by phone. **All court hearings will be on the record**.

Joining the Virtual Courtroom (2 methods):

(1) Join via web, or
(2) Join via phone

Instructions for Joining the Virtual Courtroom

(1) Join via Web (from a cell phone or a computer)

- First you will need to download Cisco WebEx (for free) onto your cell phone or computer (*see page 2 for instructions for smart phones, and page 3 for computers*).

- To join the Webex hearing, you may need these three pieces of information:
  - Which Judicial Officer/Division is hosting the hearing,
  - Judicial Officer's Web link, or
  - Judicial Officer's Meeting Number/ Access Code

(2) Join via Phone

- Participant calls in
  For this you need three pieces of information:
  - Which Judicial Officer/Division is hosting the hearing,
  - Webex "join by phone" #: **720-650-7664** OR 1-415-655-0001
  - Judicial Officer's Meeting Number/Access Code

or

- The Court calls the participant
  - The Court will call a participant at a specified time.
  - The participant or counsel will need to provide the court with a working phone number prior to the court hearing.
  - The participant must be available to participate when the Court calls.

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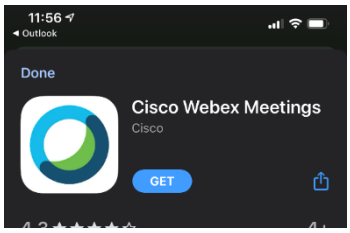
Cisco WebEx Meetings for Smart Phones

On your I-Phone or Android, go to the app store:

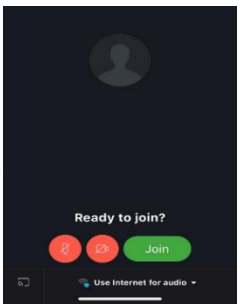


1. Search for Cisco WebEx Meetings and download the app.
2. Find out which judicial officer is hosting the hearing, then look up the judicial officer's link and meeting number (*see page 2*).

Webex Court Hearing Connection Information

Judicial Officer	Division	Meeting #/ Access Code	Judicial Officer Web Link
Judge Romano	1	920-174-518	https://judicial.webex.com/meet/sabino.romano
Judge Bowen	2	924-616-808	https://judicial.webex.com/meet/brian.bowen
Judge Cox	3	927-052-382	https://judicial.webex.com/meet/michael.cox
Judge Roybal	4	924-594-112	https://judicial.webex.com/meet/dianna.roybal

- **Using the Meeting Number/Access Code.**
  - Open the WebEx Meeting app and click on the "JOIN MEETING" button.
  - You will be prompted to enter the **meeting number**, then click **"Join".**
  - After clicking on "Join", you will be automatically "connected"
  - If your microphone and video icon are gray, you are ready to participate; if they are red, you are muted and not active on video.
  - You may be prompted to enter your name and email address.
  - On the screen with "Ready to join?", click on the green "JOIN" button.



- **Using the Link.**
  - Click on the **Judicial Officer Meeting/Division Link** (page 2)
  - It will then potentially try to open in your web browser. If it does, click on "Open Cisco Webex Meeting".
  - Click on "**Join Meeting"**.

3. The app will ask for permission to access your microphone and camera. Please hit "ok" for both and click "join" to officially connect to the meeting/court hearing.
4. The red icon looking like this means the **microphone is OFF**:
5. The red icon looking like this means the **camera is OFF**:
6. If **the above icons are grey, this means your microphone and video are active**.

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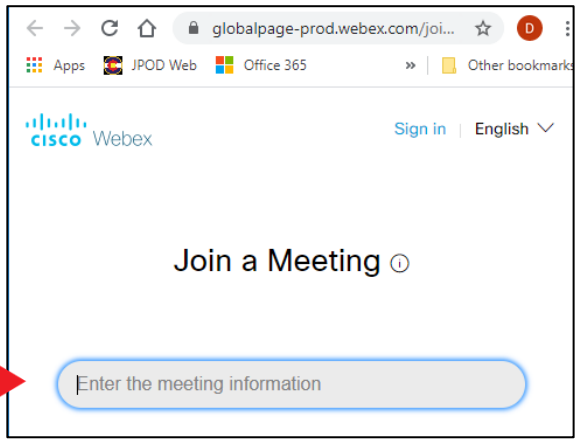
Cisco WebEx Meetings for Computers



1. In your computer browser, **click the Cisco Webex Join Meeting page.** Or go to **www.webex.com** and click on **Join** (at the top right).

2. Type in the **Meeting Number/Access Code** for the judicial officer who is hosting the hearing (*see page 2*).

Webex Court Hearing Connection Information			
Judicial Officer	**Division**	**Meeting #/ Access Code**	**Judicial Officer Web Link**
Judge Romano	1	920-174-518	https://judicial.webex.com/meet/sabino.romano
Judge Bowen	2	924-616-808	https://judicial.webex.com/meet/brian.bowen
Judge Cox	3	927-052-382	https://judicial.webex.com/meet/michael.cox
Judge Roybal	4	924-594-112	https://judicial.webex.com/meet/dianna.roybal

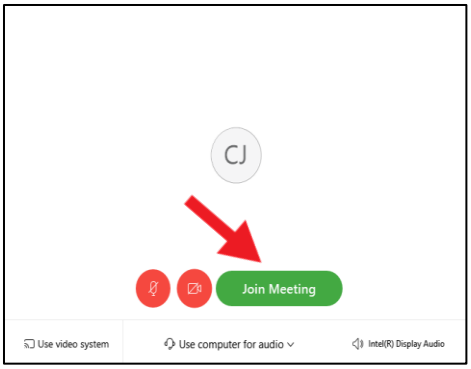
3. **OR click on the link for the judicial officer** (page 2).

4. 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.

5. If the microphone and video buttons are red, you are muted and not on camera.

6. If you click on the red buttons they will turn gray and you will then be unmuted and on video.

7. 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/Judicial Officer. The meeting/discussion will run most efficiently if one person speaks at a time.