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

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 3 for instructions for smart phones, and page 4 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 (*see page 2*), or
  - Judicial Officer's Meeting Number/ Access Code (*see page 2*)

(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: (*see page 2*)

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.

17th JD- Broomfield Divisions Webex Court Hearing Connection Information			
Judicial Officer	**Division**	**Meeting #/ Access Code**	**Judicial Officer Web Link**
Judge Quick	A	925-403-173	https://judicial.webex.com/meet/don.quick
Judge Kiesnowski	B	926-876-273	https://judicial.webex.com/meet/robert.kiesnowski
Judge Bockman	1	927-737-808	https://judicial.webex.com/meet/amy.bockman
Magistrate Russell	C	926-684-288	https://judicial.webex.com/meet/Jacque.russell
Magistrate Beacom	C	922-000-925	https://judicial.webex.com/meet/gregory.beacom
Kirbee Anderson	FCF	920-506-024	https://judicial.webex.com/meet/kirbee.anderson
Jesse Cain	PSCC	920-166-101	https://judicial.webex.com/meet/jesse.cain
To participate by video/audio: click on the Judicial Officer Web Link, enter your Name & Email address and then click "Join the Meeting"			
To participate by Webex phone app: click on your Webex Meeting phone app icon, click on "Join Meeting", enter the Meeting Number (Access code) with no dashes, click "Join"			
Phone # to call in: 1-720-650-7664 **or** 1-415-655-0001, plus the Meeting # (Access Code)			

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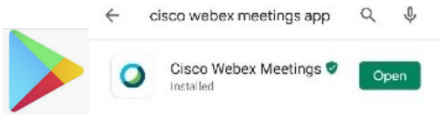
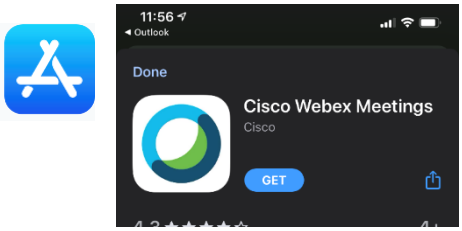
Cisco WebEx Meetings for Smart Phones



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

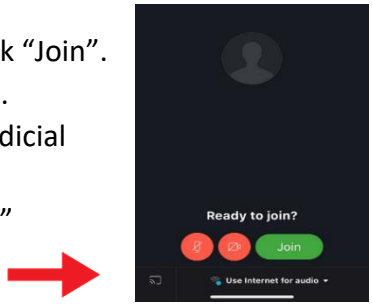


2. Search for Cisco WebEx Meetings and download the app.

3. Find out which judicial officer is hosting the hearing, then look up the judicial officer's link and meeting number (*see page 2*).

17th J.D. Juvenile WebEx Meeting "Hosts"			
Judicial Officer	Div.	Meeting Nmbr / Access Code	Judicial Officer's Web Link
Judge Delgado	S	922 728 568	https://judicial.webex.com/meet/kathy.delgado
Judge Pugh	D		
Magistrate Varmo	D1		
Magistrate Blackett	D2		

- **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".
  - You may be prompted to enter your name and email address.
  - After clicking on "Join", confirm that you are in the correct judicial officer division.
  - On the screen with "Ready to join?", click on the green "JOIN" button.



- **Using the Link.** Click the "Join" button.
  - It will then potentially try to open in your web browser. If it does, click on "open".
  - Click on **Join Meeting**.

4. 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.

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

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

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

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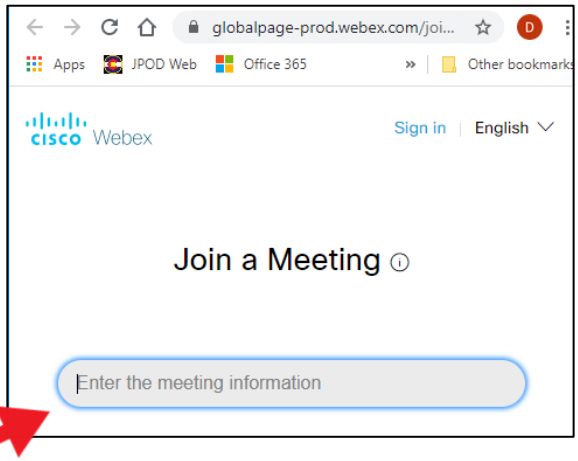
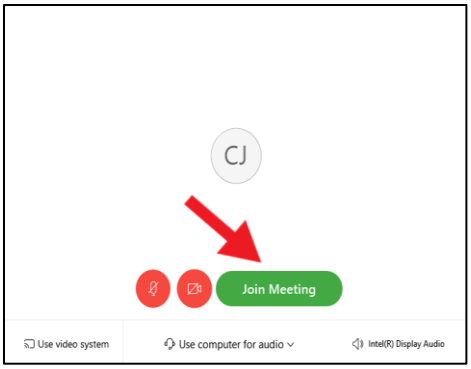


Cisco WebEx Meetings for Computers

1. In your computer browser, **click on the link** to go to the Cisco **Webex Join Meeting page.** Or go to **www.webex.com** and click on **Join** (at the top right).
2. **OR** you can **click on the link for the judicial officer** found on page 2).
3. Type in the **Meeting Number/Access Code** for the judicial officer who is hosting the hearing (*see page 2*).

17th J.D. Juvenile WebEx Meeting "Hosts"			
Judicial Officer	**Div.**	**Meeting Number / Access Code**	**Judicial Officer's Web Link**
Judge Delgado	5	922 728 568	https://judicial.webex.com/meet/kathy.delgado
Judge Pugh	D		
Magistrate Varmo	D1		
Magistrate Blackett	D2		

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.