

18th 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. There is no charge to download WebEx.

All court hearings will be on the record. Except for the official court record, recording of any portion of a remote proceeding is **strictly prohibited absent a court order granting permission.** Any violation of this provision may result in the imposition of sanctions, including contempt of court.

Joining the Virtual Courtroom (2 methods):

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

Instructions for Appearing for your court date virtually

(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 web conference, you need two pieces of information:
 - Court Clerks’ Web link <https://judicial.webex.com/meet/Div101-Clerk1> , and maybe
 - Courts Meeting Number/ Access Code 929 739 528 #

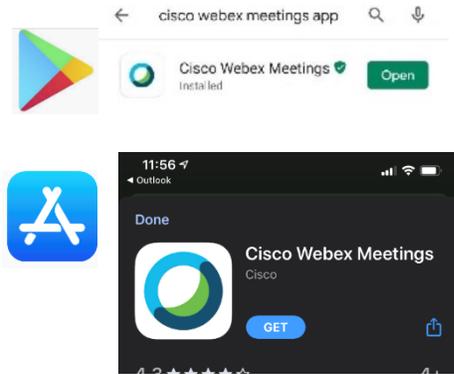
(2) Join via Phone

- 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
 - Courts Meeting Number/ Access Code 929 739 528 #

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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. Click on the Link for the Court Clerk to Check in.

<https://judicial.webex.com/meet/Div101-Clerk1>

- **Using the Meeting Number/Access Code.** Open the WebEx Meeting app and click on the green “join meeting” button. You will be prompted to enter the meeting number **929 739 528 #**, your name, and email address.
 - **Using the Link.** Click the “Join Meeting” button.
 - It will then potentially try to open in your web browser. If it does, click on “open”.
 - You will then be directed to the app where it will prompt you to enter your name and email.
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.

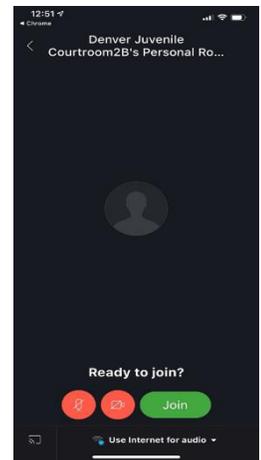
5. The red icon looking like this means the **microphone is OFF**:



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.



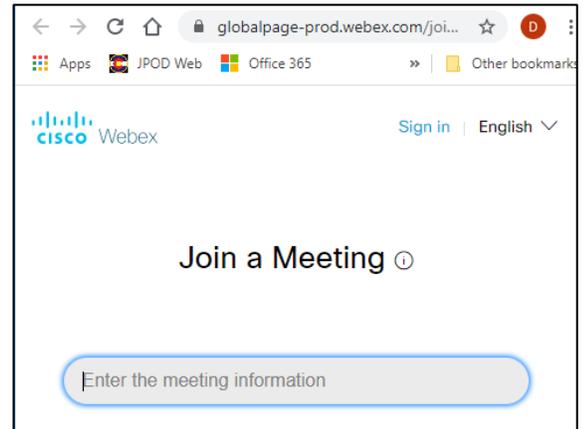
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Cisco WebEx Meetings for Computers

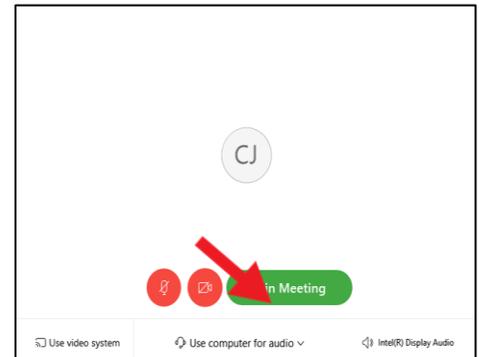
1. In your computer browser, **click on the link** to go to the Cisco [Webex Join Meeting page](https://judicial.webex.com/meet/Div101-Clerk1). (Or you can **click on the link for the court clerk** <https://judicial.webex.com/meet/Div101-Clerk1>).

2. Type in the Meeting Number/Access Code for the court clerk.

929 739 528 #



3. 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 division check-in room. You will not join the meeting until you click the green “Join Meeting” button.
4. If the microphone and video buttons are red, you are muted and not on camera.
5. If you click on the red buttons they will turn gray and you will then be unmuted and on video.
6. 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.