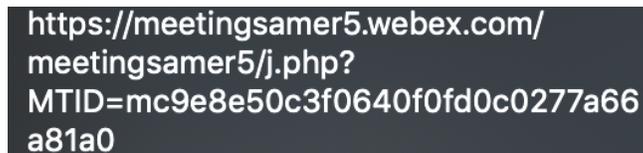


I have been told that my hearing is going to be a video call on WebEx, what do I do?

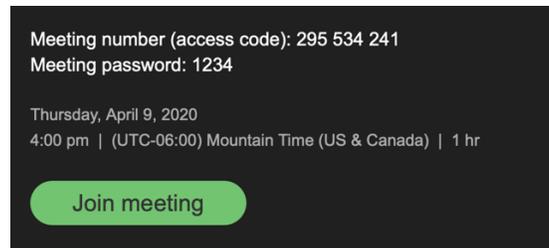
Because of the COVID-19 situation the courts are trying to navigate how to hold hearings and sometimes there may be a last minute decision to hold the hearing on WebEx. When you have been told your upcoming hearing will be on WebEx and you are not familiar with that platform it can be intimidating. Below we will go through the process of what to expect and show you how to join your hearing.

1. First you will be given the hearing date and time. Then the paralegal on your case will give you the meeting information it may be just a button in an email to click on. They may only have the meeting ID and password. We will go through both scenarios.
2. If you get a link it may look like the picture below.



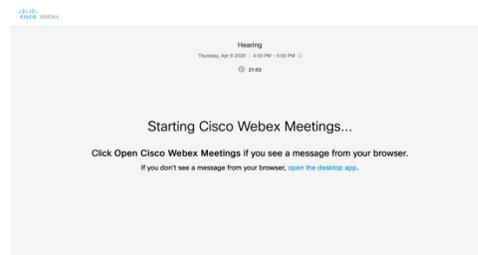
A screenshot of a WebEx meeting link displayed on a dark background. The text is white and reads: <https://meetingsamer5.webex.com/meetingsamer5/j.php?MTID=mc9e8e50c3f0640f0fd0c0277a66a81a0>

3. The paralegal may send you an email that has the meeting number and password. The email information would look like the picture below. (Skip down to Step 9)



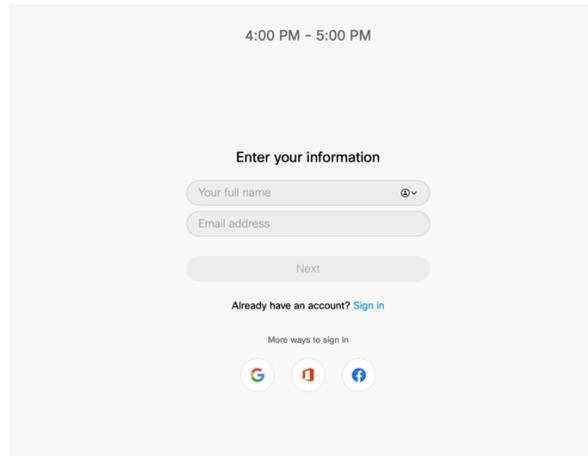
A screenshot of a meeting details box with a dark background and white text. It contains the following information: Meeting number (access code): 295 534 241, Meeting password: 1234, Thursday, April 9, 2020, 4:00 pm | (UTC-06:00) Mountain Time (US & Canada) | 1 hr, and a green button labeled "Join meeting".

4. When you click on the link you will be taken to a screen that looks like the one below. You do NOT have to have the software installed, but they prefer it. If you do not want to install just click the blue “Join from your browser” link on the bottom of the screen.

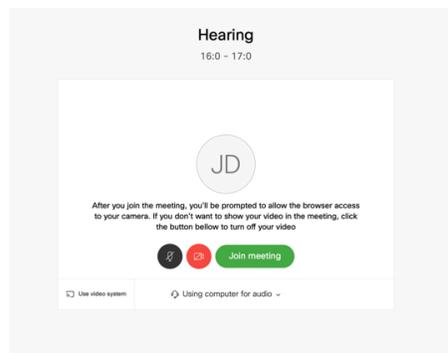


A screenshot of the WebEx meeting start screen. At the top, it says "Starting Cisco Webex Meetings...". Below that, it says "Click Open Cisco Webex Meetings if you see a message from your browser." and "If you don't see a message from your browser, open the desktop app." There is a small "21:53" in the top right corner.

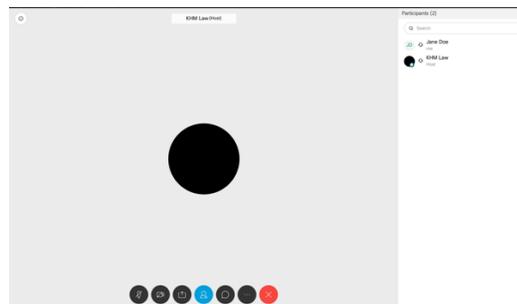
5. The next screen will ask you to put in your first, last and email. Please use your legal name that is on your court case so the records can reflect accurately.



6. You will then see a screen with your initials and you will have to proceed by clicking the “Join Meeting” button. Be advised at this point your video is OFF and you will have to manually turn it on by pushing the camera button and turn on your Mic by pushing the microphone.



7. When you enter the meeting you will see the screen below. The individual speaking will be the primary person you see on the screen. On the right side of the screen you will see all of the participants in the meeting.

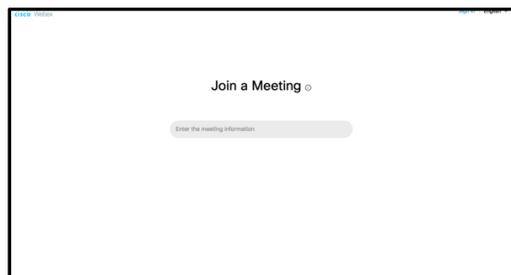


8. During the meeting you can mute yourself when not speaking that way it cuts down on noise during the proceedings. When the hearing is over you can push the red “x” button to leave the meeting.

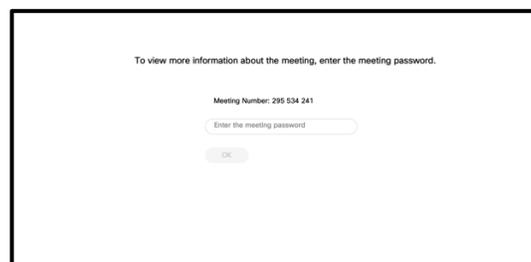
9. If you are not given a link and all you have is the meeting number and password then start by going to www.webex.com. In the top right there will be a link to “Join,” click that button.



10. The next screen is where you will enter the meeting number. This will be the nine digit code that was provided to you.



11. On the next screen you will enter the password provided to you. From here follow the direction from Step 6.



12. There is a chance that the Court will use the WebEx platform but just do a telephone call instead. Then you will use the phone numbers provided by the paralegal and use the meeting number and password to join the conference call.

