

## Instructions for Remote Courtroom Appearances via Webex (Telephonic Appearance)

You should have received a notice of appearance or hearing informing you that the court will be conducting proceedings via remote telephonic appearances until further notice. Telephonic appearances will be conducted via Webex telephonic conferencing.

To appear via Webex (telephonic conference) for your remote courtroom appearance, follow the steps below:

### Webex Telephonic Conference

- 1) The notice you have received lists the date, time and department of your scheduled court appearance. The notice also includes the phone number and meeting number for your remote court appearance. For a full list of department meeting numbers, [click here](#). Make sure to call the Webex phone number at least 15 minutes prior to your hearing time. If you do not call in on time, there may be a delay before you are able to speak during the hearing or the meeting may be locked and you will be unable to join telephonically once the hearings have started.
- 2) When calling the Webex phone number provided on your notice, a recording will ask you to enter the Meeting Number or Access Code. Enter the meeting number followed by "#". The recording will then ask you to enter the "Attendee Number", since you do not have an attendee number you will enter "#".
- 3) You are now participating in the remote courtroom proceedings. You will automatically be muted upon joining the meeting until checked in by the Courtroom Assistant.