

Oral Argument Information for Self-Represented Parties

Oregon Court of Appeals

This guide is for self-represented parties with a case scheduled for oral argument in the Oregon Court of Appeals who are not attorneys. Oral argument may be held in-person or remotely via Webex. Parties may join Webex using a computer, smartphone, tablet, or through audio by phone.

Preparing for Oral Argument In-Person

- Allow adequate time to find a parking spot. Parties must pay to park at the Supreme Court building.
- Upon entering the Supreme Court building, all visitors must go through security screening.
- The courtroom is located on the 3rd floor of the building. Once through security, there are elevators at the end of the lobby to the left.
- Upon entering the courtroom, check in with the courtroom clerk. They will direct you to find a seat in the courtroom.
- When your case is called, the Presiding Judge or courtroom clerk will direct you to the appropriate table.
- After your case is complete, you may exit the courtroom.
- Once oral arguments have been submitted, your case will be under advisement. The court will contact you when a decision has been issued.

Preparing for Remote Oral Argument via Webex

- You will receive one email from the Appellate Court Records Section with the subject line "Webex event scheduled: Court of Appeals Video Argument Link (Date of Event)."
- There are several ways to join a Webex argument: Webex app for Android or iOS mobile devices; web browser on a computer or mobile device; and phone.
- Depending on your web browser, the first time you try to join a Webex event you may be prompted to install an add-on for the Webex application. If you have any issues joining argument by Webex, please call 503-986-5555.
- If you have not participated in a Webex oral argument event or changed your technology, internet service, or plan to participate from a new location, you must join the Webex event 30 minutes prior to the start time to test your connection. Otherwise, you may join the event 15 minutes prior to the event's start time.
- When you connect, you will join the event as an attendee and the courtroom clerk will communicate with you individually to ensure your video functionality is working. The clerk will also request rebuttal information, if appropriate. When your case is called, the clerk will move you into the virtual courtroom as a panelist.
- If you have trouble connecting, or have questions or concerns, please call the Appellate Court Records Section at 503-986-5555 and ask for the calendar clerk.
- Find a quiet location where you will not be disturbed.
- Avoid rooms that create an echo (e.g., hallway or bare room).
- Ensure that the location has dependable Wi-Fi or a hardwired connection.
- Minimize the use of other devices that may affect the strength of your WI-FI connection.
- If you are using a mobile device, please remain in a stationary location to ensure that your audio and video connection works optimally.

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Audio & Video

- Use headphones or earbuds with a built-in microphone, if possible.
- When you are not speaking, please mute your microphone.
- To avoid overlapping audio, please let one person speak at a time and avoid interruptions.
- Set your computer at eye level and a couple of feet away from you so that you can frame your shot.
- Adequate lighting can help improve the quality of the video.
- After joining a WebEx session, the following controls should be visible. If they are not, move your mouse and they will appear.



- All oral arguments will be recorded; most recordings will be available online later that same day.

Joining a Remote Oral Argument via Webex

- There are several ways to join a Webex argument: Webex app for Android or iOS mobile devices; web browser on a computer or mobile device; and phone.
- Click the link or Join button to join the Webex argument provided to you by email.
- As indicated above, you will join in the Attendee position, your microphone will be muted and until the courtroom clerk moves you to the Panelist position, you will not be able to turn your microphone on. When your case is called, and you become a panelist, you will be able to turn your camera and microphone on.
- When your case has concluded, the courtroom clerk will move you back to the Attendee position and you may disconnect from the Webex argument.