

Guidelines for Video Court Appearances

The court uses Cisco Webex for video hearings. If you have not used Webex before, you may go to <https://help.webex.com/> to download the app and review helpful materials. Most iPhones, iPads, and some Android smart phones are compatible, using the Cisco Webex Meetings App.

The court needs your email address to send you a Webex invitation:

- For criminal cases, email your case number and preferred email address to criminal.clatsop@ojd.state.or.us
- For civil cases, email your case number and preferred email address to civil.clatsop@ojd.state.or.us

Preparing for your hearing:

- Review the comment section of your hearing notice for instructions on how to appear.
 - Test your connection to Cisco Webex by visiting <https://www.webex.com/test-meeting.html#>
 - All Clatsop County court hearings are set in the Pacific Time zone (PT). Some calendar applications will convert a Webex meeting invitation to Coordinated Universal Time (UTC), making it appear that the hearing is at a different time. If you have any questions about the time of your hearing, please review your hearing notice.
- Connect five to ten minutes early to allow time to resolve any technical problems.
- Use headphones so everyone can hear clearly.
- Arrange for a quiet, private location for your hearing. Make sure your background is appropriate.
- Dress as you would to go to court.

During your hearing:

- If your hearing does not begin right away, please be patient and wait. The court may be concluding another hearing.
- Place your phone\computer microphone on MUTE when you are not speaking. To mute\unmute your phone press *6.
- Wait to speak until the court calls on you. Please do not speak at the same time as someone else. The judge will give everyone an opportunity to speak.
- Identify yourself when you begin speaking - i.e. "This is _____", so that the record (recording) is clear about who was talking.
- Please talk slowly and directly into the phone\microphone.
- This is an official court proceeding. It is on the record and being recorded.
- To protect your rights, if you have an attorney, do not speak unless your attorney asks you to.
- Just like in the courtroom, do not take photos or recordings of the proceeding unless you have the court's permission.
- Behave like you would in the courtroom.
- If you're disconnected or experience problems, rejoin the hearing through the link. If sound quality is an issue, you may mute your computer microphone and speakers and dial in to the conference call number.

Thank you for your cooperation and understanding. Our goal in holding hearing remotely is to keep everyone safe while avoiding unnecessary delays.