

Guide to Video Court Hearings

We use **Webex Meetings** for our video hearings. You should have received a Webex invitation by email. If you do not receive an email, please check your spam or junk folder. If you still cannot find the email, contact us at Docket.Clatsop@ojd.state.or.us or call us at 503-325-8555, option 5.



Important! If you cannot appear by video, please contact us ahead of time and arrange to appear at the courthouse. We have technology you can use here.



Get ready for your hearing:

- Check your email for an invitation. Click the green “Join Meeting” button to join the correct site.
- Make sure your computer or phone can connect to Webex and you understand how it works. Test your technology at www.webex.com/test-meeting.html
- Make sure you have good Wi-Fi or wired internet connection. Cellular internet is generally not strong enough for a video hearing.
- Charge your computer or phone before your hearing.
- Sit somewhere quiet and without distractions.
- Wear clothing that is appropriate for court. Do not wear hats, sunglasses, or revealing clothing.
- If you do not have a lawyer, contact us for instructions on submitting exhibits or having witnesses appear.



What to expect at your hearing:

- The judge or court staff will make sure you can hear them and they can hear you.
- Although you are not physically in a courtroom, video court is still court. Please act like you would in a courtroom.
- You may see people or names you do not recognize. Your hearing may be in a group with several other hearings. Please be patient.



Connecting to your hearing:


- Connect 15 minutes before your scheduled hearing time.
- Click the green button in your Webex invitation email that says “Join Meeting”.

Join meeting

- You will know you are connected when you can see other names and cameras in the meeting.
- If the Webex has not started when you first join, please be patient. The court might be finishing another hearing.
- If the Webex has not started by the time your hearing is scheduled, please call us to make sure you are in the right place.



Audio tips:

- Press “Mute” or “Unmute” to control your microphone.
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- Keep your microphone muted unless the court or your lawyer asks you to speak.
 - Use headphones if you can.
 - Speak slowly and clearly into your microphone.
 - Use language appropriate for court.



Video tips:

- Press “Start video” to turn on your camera.



- Keep your camera on and pointed at your face.
- Keep your camera still. Do not move it around during your hearing.

Contact us:



For immediate assistance, call us at 503-325-8555 and press option 0 (zero).
Si tiene preguntas, llame al 503-325-8555 y elija opción 0 (cero).



To request a Webex invitation, send an email with your name and case number to Docket.Clatsop@ojd.state.or.us or call us at 503-325-8555, option 5.