



Columbia County Circuit Court:

Remote Hearing Guidelines (Phone or Video)

If your hearing is by phone or video, please follow these steps to help things go smoothly.

☒ General Rules for All Remote Hearings

1. **Read your hearing notice carefully.**

It will tell you if your hearing is by phone or by video. It will also give you:

- A phone number and access code, or
- A link and meeting number for a video hearing using Cisco Webex. If you can't use video, you can still call in by phone.

Tips:

- Most smartphones and tablets work with Cisco Webex if you download the Webex Meeting App.
- You can find help at <https://help.webex.com/en-us/> or search "Cisco Webex Tutorials" on YouTube.

2. **Be on time.**

- Try to connect a few minutes before your hearing starts in case there are technical issues.
- If your hearing doesn't start right away, stay on the line – the court may be finishing another hearing.

Important: If you hang up or get disconnected, the court may mark you absent. This could lead to a default judgment or a warrant.

3. **Don't hang up if it's quiet.** You may not hear anything while waiting and there is no music or operator while you wait.

4. **Don't use speakerphone.** It makes it hard for others to hear you.

5. **The judge will take roll call.** Be ready to answer when the judge calls your name.

6. **Mute yourself when not speaking.** This helps reduce background noise.

7. **Wait your turn to speak.** The judge will let each person speak one at a time.

8. **Say your name each time you talk.** For example, "This is John Smith". This helps the court keep a clear record.

9. **Speak clearly and slowly into your phone or microphone.**

If You're Joining by Phone

1. Call in a few minutes early in case you have any issues joining the call.
2. Don't put the call on hold.
3. Don't use speaker phone and find a quiet place with no background noise or distractions.

If You're Joining by Video

1. Download the Cisco Webex App or software before your hearing.
 - On a phone or tablet: Search for "Cisco Webex Meetings" in your app store.
 - On a computer: Go to Webex.com and sign up.
2. If you get an email invitation for your hearing, it will have a link and meeting number.
 - Check your spam or junk folder if you don't see it.
3. Join the video meeting 5 – 10 minutes early to test your connection.
4. Make sure your microphone and camera are turned on.
5. Use headphones if you have them. They help with sound quality.
6. If you can't hear well, mute your computer microphone and speakers and call in using the phone number and access code in your invitation.
7. If your device doesn't work with video, you can still call in by phone using the number in your email.

How to Submit Exhibits (Documents or Evidence)

1. You can send exhibits to the court using e-Filing. Sign up at:
<https://efileor.tylertech.cloud/OfsEfsp/ui/landing>
2. If you can't use e-Filing, contact the court to ask about other options.
3. You must send copies of your exhibits to the other party – this is called "service". You can learn about service rules at https://www.oregonlegislature.gov/bills_laws/Pages/orcp.aspx.
4. For more help, visit our remote hearings webpage at:
<https://www.courts.oregon.gov/courts/columbia/go/Pages/remote-hearings.aspx>.

If an Interpreter is Present

1. Wait for the interpreter to finish their translation before you speak.
2. Speak slowly and in short sentences – just one or two at a time.

Need Help or Have Questions?

Call us at 503-397-2327 or send us an email at Columbia.General@ojd.state.or.us.