

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF COOS
250 N Baxter Coquille, Oregon 97459

541-396-8372 ext. 25005

<http://courts.oregon.gov/coos>

Coos County Circuit Court is using Cisco WebEx software to accommodate remote attendance for residential eviction first appearance. You have the option to appear in person, as instructed on the Summons, or remotely using the steps below. Installation should be performed prior to your court hearing to avoid delays and/or technical difficulties. *You are advised to join your hearing 5 – 10 minutes prior to the start time. The scheduled date and time are located on page 1 of the Residential Eviction Summons.* The software is available on most computers and smartphones. Below are instructions on how to install and run the software.

***FULL Help Site is available from the Cisco WebEx site at: <https://help.webex.com/en-us/>
[Additional Video Instructions Available on YouTube](#)  (Search "Cisco WebEx Tutorials")***

Downloading the Application/Software

You will be required to download the application (mobile) or software (PC) before attempting to join. ***This must be done BEFORE the date/time of your court hearing.*** You can download the needed app/software by:

- Visit your mobile device App Store and search for "Cisco WebEx Meetings."
- Visit <https://www.webex.com/> on your PC/MAC and click download.
- *Chrome is the recommended web browser for Webex Events. It is advised to NOT use Internet Explorer or Edge.*

Joining your remote hearing for Evictions

- **Go to www.webex.com** (5 – 10 minutes prior to the start time)
 - Select: **Join A Meeting**
 - Enter the Meeting Number (Access Code): **146 959 3352**
 - Meeting password: **Coosctrm_4**
 - Select: **Join Meeting**
 - The first time you use WebEx, a "Cisco WebEx" installer may pop up. On mobile devices, you may be prompted to download the app. (See "Downloading the Application/Software.")
 - Accept the Terms of Service and Privacy Statement and install the necessary app/software.
 - Make sure your audio and video (microphone and webcam) are enabled so everyone in the hearing can see and hear you. Use headphones, if possible, to improve sound quality for all participants.
 - If the sound quality on the video makes it hard for you to hear, mute your computer microphone and speakers and call the associated conference call number provided in your emailed instructions.
- Or join by phone at: **1-408-418-9388**
 - Follow the prompts to enter Meeting Number (Access Code): **146 959 3352**

Troubleshooting

If you find that your device is not compatible or you are unable to access the videoconference, you may use the phone number provided above to join the hearing by phone (without video).