

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

541-396-4100

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

NOTICE OF COURT APPEARANCE
RELATING TO COVID-19 VIRUS

During COVID-19 social distancing restrictions, the court may hold certain hearings and mediation services may be offered by remote means. You may be **required** to appear by videoconference using Cisco WebEx software (*instructions for downloading attached*). Access to your remote appearance is included in the attached documents.

YOU MUST CONTACT THE COURT BEFORE THE APPEARANCE DATE ON THE ATTACHED SUMMONS TO INQUIRE IF REMOTE APPEARANCE WILL BE REQUIRED.

The information provided on this sheet will be used by the court to update your case profile.

- This form applies **ONLY** to the case number listed. If you have more than one case in Coos County, you must fill out a separate form for each case.
 - You are responsible for notifying the court if any of this information changes. You can use this form to update your information **ONLY**. **Do not call to update your information.**
 - You are responsible for checking your voicemail and/or email (and junk folder) for future notifications from the court. Court matters can be time sensitive and you may not receive a reminder call or email.
 - Court rules do not allow the other party to officially “serve” you by email if you are representing yourself. Providing the court with your email address does not mean the other side or attorney will serve you by email.
 - If you intend to call witnesses for your remote appearance they must have access to the internet and a phone for remote appearances.
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Case Number: _____

Name (first, middle, last): _____

I am: Plaintiff/Petitioner Defendant/ Respondent Other: _____

Email Address: _____


This email address is where instructions for video conferencing will be sent.

Phone Number: (_____) _____

The court will use this information to update your email address and phone number in your court record.



Coos County Circuit Court Remote Hearings – Cisco WebEx – Instructions

Coos County Circuit Court is using Cisco WebEx software to host certain remote hearings. The software is available on most computers and smartphones. Below are instructions on how to install and run the software. **FULL Help Site available from the Cisco WebEx site at: <https://help.webex.com/en-us/>**
[Additional Video Instructions Available on YouTube](#)  (Search “Cisco WebEx Tutorials”)

Please perform installation before your court hearing to avoid delays and/or technical difficulties.

Joining your remote hearing for Evictions

Go to www.webex.com

- Select: **Join A Meeting**
- Enter the Meeting Number (Access Code): **146 959 3352**
 - Meeting password: **Coosctrm_4**
- Select: **Join Meeting**
- Or join by phone at: **1-408-418-9388**
- Enter Meeting Number (Access Code): **146 959 3352**
- 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.

Your matter is being heard remotely unless you choose to appear in-person. Please use the above information to join your remote hearing. Please attempt to join 5-10 minutes prior to the start time.

- **Eviction hearings occur every Tuesday and Thursday at 1:30 PM.**

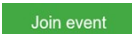
Downloading the Application/Software

You will be required to download the application (mobile) or software (PC) before being able to join a meeting.

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.

Joining Through the Free WebEx App

- If not already downloaded, **Download** the Cisco WebEx Meetings app.
- Click the link on the webpage.
- **Open** the link in the app.
- Select **Join**.
- Once you are ready to join, Click **Join Event.** 

Chrome is the recommended web browser for Webex Events. It is advised to NOT use Internet Explorer or Edge.

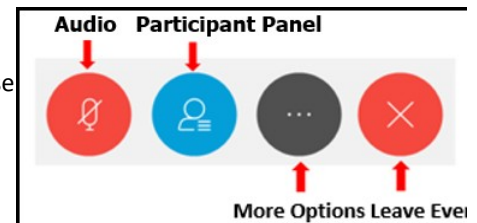
Joining by Phone Only

- Call the number listed on the prior page.
- Follow the prompts to listen to the remote hearing.

WebEx Event Controls

Moving your mouse or tapping in the video screen area of the WebEx window will display the following options:

- **Audio** – Displays your mute status (you may not unmute yourself)
- **Participant Panel** – opens and closes a panel which displays the parties to the case
- **More Options** – provides a list of additional options
- **Leave Event** – leave the remote hearing

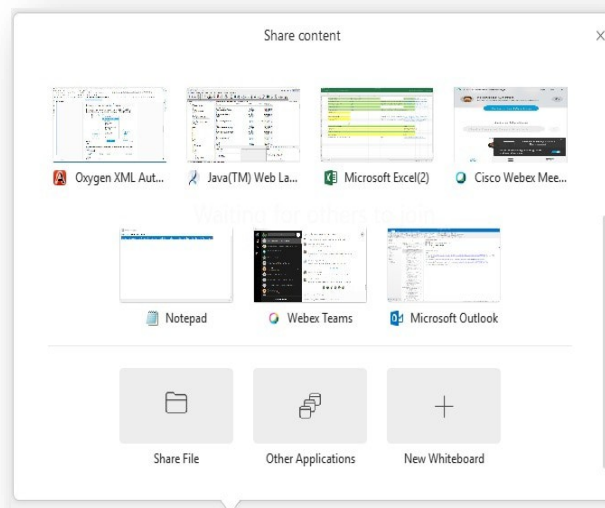


Sharing Content

Sharing of content can be performed by those with the host or presenter roles.

Exhibits (and other documents) may need to be shared during the remote hearing. To share content during a remote hearing so others can view it, select Share from the event control panel.

A window will appear with a list of open programs and content the presenter can share. Select the content for the sharing to start.



When sharing content, the WebEx toolbar will dock at the top of the screen.

- 1) Select **Stop Sharing** to stop sharing content
- 2) Select **Pause** to pause your share
- 3) Select **Share** to select new content
- 4) Select **Unmute Me** to control your audio
- 5) Select **Stop Video** to control your video

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 on the prior page to join the call by phone (no video) at the time of the hearing or contact the court clerk for hearings occurring in Coquille at 541-396-7500 (extension 4100) to speak to the court clerk (have your case # and hearing time ready).