

IN THE CIRCUIT COURT FOR THE STATE OF OREGON  
FOR THE COUNTY OF JACKSON

Case No. \_\_\_\_\_

vs.

**Remote Hearing  
Participant List**

(check one box only)

- Telephonic Appearance  
 Video Conference via Cisco WebEx

Submitted by:  Petitioner/Plaintiff  Respondent/Defendant

**Hearing Type:** \_\_\_\_\_ **Hearing Date:** \_\_\_\_\_ **Hearing Time:** \_\_\_\_\_

Jackson County Circuit Court is utilizing Cisco WebEx for most remote hearings. If your court matter has been set for a remote hearing, you will be notified by email of the videoconference at least 1 Business day before your matter is set before the court. ***This document must be received by 4:00 pm, two (2) business days prior to your hearing. Do not email your form. The form must be eFiled through File & Serve, mailed via USPS, or delivered in-person at the Public Window in the Justice Building.***

Name of Party Appearing	Relation*	Phone Number**	(X)*	(X)^	Email Address

\* **Relation:** (Choose one of the following) Witness, Attorney, Petitioner, Plaintiff, Respondent, Defendant, or Victim

\*\***Phone Number:** This is the phone number that the court will use to call you for your upcoming court hearing(s), if not held using the videoconferencing software. Phone numbers with extensions cannot be used.

\* By checking this box, I am asking the court to keep my phone number confidential.

^ By checking this box, I am asking the court to update this phone number in my court record.

For hearing instructions, please see the following Remote Hearing Instructions.



## **Jackson County Circuit Court Telephonic Hearing Access Instructions**

You may submit a motion and order to the court requesting a remote appearance by phone or video. Different hearing types, due to different needs and requirements, have different types of remote access. If your order was allowed and signed by a judge, please follow the instructions for your hearing type.

Remote Hearing Access Line sessions: If you are appearing by telephone and will be calling into one of our regularly scheduled Remote Hearing Access Line sessions, you will need to obtain the phone number and access pin to join this conference call, located on our website at:

<https://www.courts.oregon.gov/courts/jackson/go/Documents/Remote%20Court%20Access%20Lines.pdf>

Non-Remote Access Line sessions: Telephone or video appearances, for remote hearings that do not have a regularly scheduled access line, require a Remote Hearing Form to be filed with the court. This form provides the court with your contact information. If you request to appear by video the court will use the email you provide on this form to send you the information needed to join the video conference. If you request to appear by phone, the court will contact you at the phone number you provide on this form.

Small Claims Trials: All parties will receive an emailed WebEx invitation providing the link to appear by video. If you are unable to appear by video, there is also a phone number and access pin provided to attend by phone.

- This form applies ONLY to the case number listed. If you have more than one Jackson County case, you must fill out a separate form for each case.
- 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.
- YOU are responsible for notifying the court if any of this information changes. You can use this form to update your information for this case. You may not call and update your information.
- You are responsible for checking your voicemail and/or email (and junk folder) for notifications from the court. You may not receive a reminder call or email and much of what you will receive is time sensitive.
- To prepare for your telephonic hearing, please review the Guidelines for Telephonic Appearances on our website at:

<https://www.courts.oregon.gov/courts/jackson/go/Documents/Tips%20for%20Telephonic%20Appearances.pdf>



# Jackson County Circuit Court

## Video Hearing Access

### Instructions

If a judge has allowed and signed an order to appear by video you will be **required** to appear by videoconferencing software, Cisco WebEx (*instructions for downloading below*). The information sheet will be used by the court to contact you electronically.

- This form applies **ONLY** to the case number listed. If you have more than one Jackson County case, you must fill out a separate form for each case.
- 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.
- **YOU** are responsible for notifying the court if any of this information changes. You can use this form to update your information for this case. You may not call and update your information.
- You are responsible for checking your voicemail and/or email (and junk folder) for notifications from the court. You may not receive a reminder call or email and much of what you will receive is time sensitive.

### Remote Hearings – Cisco WebEx – Instructions

Jackson County Circuit Court is using Cisco WebEx software to host remote hearings. The software is available on most computers and smartphones. Below are instructions on how to install and run the software.

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

***FULL Help available from Cisco WebEx at: <https://help.webex.com/en-us/>***

***Additional Video Instructions available on YouTube: (search “Cisco WebEx)***

### **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.**

Download the needed app/software by:

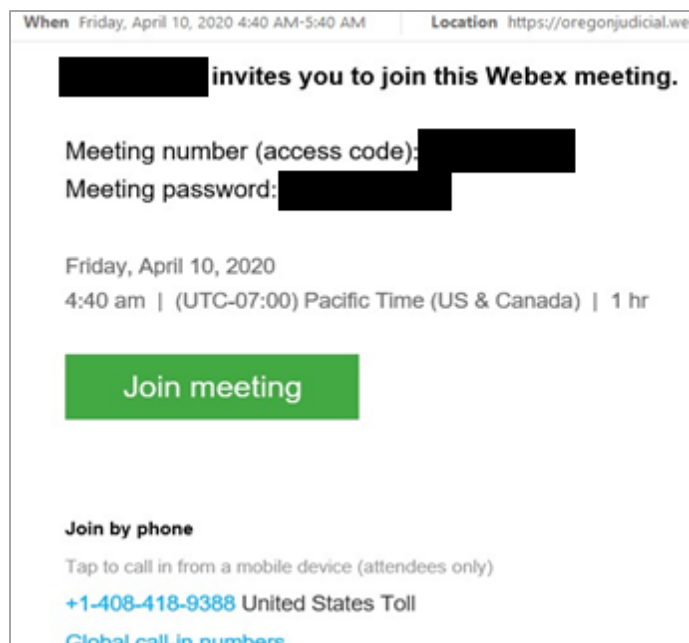
- Clicking “Join Meeting” in your Webex Meeting Invitation email (on the device you’ll use during the hearing)
- You will be prompted to download the necessary app/software **OR**
- ***On your mobile device:*** visit the App Store and search for “Cisco WebEx Meetings.” **OR**
- ***On your PC/Mac,*** visit <https://www.webex.com/> and click ‘Download’

## **WebEx Meeting Invitation**

You will receive an invitation email for your hearing *at least 24 hours before the scheduled date/time.*

***The invitation will include an access code and a link to join the meeting, as well as meeting password, if needed.***

Invitations are sent to the email address you provided to the court; *check junk mail folders if you do not see an email.*



## **Joining a Meeting**

- 1) When it is time for your hearing, click the “Join Meeting” button in your email.
- 2) The first time you use WebEx, a “Cisco WebEx” installer will pop up. On mobile devices, you will be prompted to download the app. (See “Downloading the Application/Software.”)
- 3) Accept the Terms of Service and Privacy Statement and install the necessary app/software.
- 4) Make sure your audio and video (microphone and webcam) are enabled so everyone in the hearing can see and hear you.
- 5) If the sound quality on the video makes it hard for you to hear, mute your computer microphone and speakers, then call the associated conference call number provided in your emailed instructions.
- 6) No audio, video, or photographic recording of court proceedings is allowed without prior approval of the Trial Court Administrator.

### **Tips:**

- When entering a name, preferred format is: First Name Last Name (*this shows to all attendees*)
- Use headphones if possible, to improve sound quality for all participants.
- If you are required to enter a Meeting Password, it is contained in your original email.

## **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 in your emailed instructions to join the call by phone (no video) at the time of the hearing.