

# Webex Training (Outline)

## Attorneys and External Partners

### Webex connection options:

- PC or smartphone – full function (Video and audio can be enabled)
  - Assigned ‘Panelist’ role by scheduler; custom email link
  - ‘Panelist’ role is the typical role if speaking in court
- Phone call – listen only (not recommended for parties that must be heard in court)

### Hearing types using Webex:

- Any EXCEPT: bulk criminal sessions like Arraignments, Pre-Trials, and PV sessions *and* contested Protective Orders
  - Bulk Criminal sessions will allow phone appearances, but not Webex
  - Judges have requested a Motion and PPOR for remote appearances on contested POs

### How to file:

- Forms on the COVID page of the website, including forms for witnesses and all types or remote hearing requests
- Accepted through Efile as an ‘Address Change’ (ADCH)
- Full instructions are posted with the forms online

### When to file:

- MUST file before 4:00PM at least two judicial days before the hearing

### What to Expect:

- The day before the scheduled hearing, you will receive an email invitation with a link to the Webex event

### How to Join:

- Click the ‘Join Event’ button in your email – open in App or web browser – enter name and email

### After you Join:

- Expect to be UNMUTED when you join, because you will typically be what’s called a ‘Panelist’, and able to be seen and heard
- As a Panelist, you can turn your microphone and camera on and off, BUT you may also be unmuted by the Host

### At the Beginning of Your Hearing:

- The clerk and/or judge will ask you to confirm you can see and hear the proceedings, along with other reminders and relevant information

### During the Hearing:

- MUTE yourself when not speaking to improve audio quality for everyone
- Speak clearly and conduct yourself as you would in the physical courtroom