



Jackson County Circuit Court
Family Resource Center
100 S. Oakdale Ave
Medford, OR 97501
(541) 776-7171

Family Law Facilitator

Available by phone
Monday - Friday
9AM to 12PM - 1PM to 5PM

How we can assist you:	What we cannot do:
<ul style="list-style-type: none">• Provide information on how to find forms and how to complete them• Provide information about court procedures, rules, and other educational materials• Refer to agencies and resources that provide legal and other services• Provide document review to make sure forms are complete• Provide information about how to begin a court action	<ul style="list-style-type: none">• Provide legal advice or opinion• Fill out your papers or tell you what to write on them• Assist people who are represented by lawyers• Tell you what kind of case to file• Provide information to one party that would not be given to all other parties

How do I prepare for my document review?

- Read the packet instructions completely. Complete your packet to the best of your ability and flag any pages you have questions on. **We will not review blank forms.**
- If receiving document review over the phone, please make sure you have all your documents with you at the time of the phone call.
- If appearing by WebEx video for review, please complete instructions on following page.

Cases with children

- Prepare a parenting plan. If you need assistance in preparing your parenting plan, you may visit the Oregon Judicial department's website at www.courts.oregon.gov.
- Prepare the completed child support calculation worksheets from the Division of Child Support website at www.oregonchildsupport.gov/calculator.

Where do I get forms? Forms may be purchased from the court or printed at no cost at the following websites: Local : www.courts.oregon/jackson/pages/forms Statewide: www.courts.oregon.gov

Remote document review – Cisco WebEx – Instructions

Jackson County Circuit Court is using Cisco WebEx software to host document review with a facilitator. 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 review 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 review.

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 review 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 facilitator; check junk mail folders if you do not see an email.

Joining a Meeting

- When it is time for your review, click the “Join Meeting” button in your email.
- 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.”)
- 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.

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 instruction.