



Josephine County Circuit Court Change of Contact Information

- This form applies **ONLY** to the case numbers listed.
- 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. Addresses may also be updated by visiting www.courts.oregon.gov/Josephine and filling out the "Contact Information Update" form.
- You are responsible for checking your voicemail and/or email (and junk folder) for time sensitive notifications from the court. You may not receive a reminder call or email.

Case Number(s): _____

My Name (First, Middle, Last): _____

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

Email Address: _____

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

By checking this box, I am asking the court to send **ALL** court notices to me electronically (this means that the court will not mail you hard copies of court dates or other notices, they will all come to the email address provided).

Contact (Mailing) Address: _____

New Address

City	State	Zip Code
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Phone Number(s): HOME: (_____) _____

CELL: (_____) _____

COVID-19 RESTRICTION NOTICE:

During COVID-19 restrictions, the court is hearing most matters remotely (by video). This means, you will be required to appear by videoconferencing software, Cisco Webex. The court will use the email address that you provide to send you an invitation to connect to your video conference hearings.

- 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 other parties or attorneys will serve you by email.

SERVICE: *By checking this box, I understand that this form will only update my contact information with Josephine County Circuit Court on the case(s) listed above. Uniform Trial Court Rule UTCR 2.010(14) requires that I notify all other parties and agencies related to this case of my updated information, and I have done so.*

I hereby declare that the above statements are true and to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Date: _____

Signature: _____

Print Name: _____

Return to:
Josephine County Circuit Court
500 NW 6th Street Dept 17
Grants Pass OR 97526



Josephine County Circuit Court Remote Hearings – Cisco WebEx – Instructions

Josephine 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.

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.

Invitation

You will receive an invitation at the email address you have provided to the court for the date/time of your hearing **at least 48 hours** before it is scheduled. *(Check junk mail folders if you do not see an email.)*
The invitation will include an access code and meeting password as well as a link to click to join the meeting.

When Friday, April 10, 2020 4:40 AM-5:40 AM Location <https://oregonjudicial.webex.com/oregonjudicial/j.php?MTID=mb0f557d820e79f2b194af5d24b52b86c>

██████████ invites you to join this Webex meeting.

Meeting number (access code): ██████████
Meeting password: ██████████

Friday, April 10, 2020
4:40 am | (UTC-07:00) Pacific Time (US & Canada) | 1 hr

Join meeting

Join by phone

Tap to call in from a mobile device (attendees only)

+1-408-418-9388 United States Toll

[Global call-in numbers](#)

Tips:

- When entering a name: this shows to all attendees, preferred formatting is: First Name Last Name
- If you are required to enter a Meeting Password, it is contained in your original email.

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:

- Selecting “Join Meeting” in your email on the device you’ll be using during the hearing – this will prompt you to download the necessary app/software.
- 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 a Meeting

- 1) When it is time for your hearing, select 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.

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 or contact the court at 541-476-2309 ext. 0 for the court receptionist (have your case # and hearing time ready).