



Josephine County Circuit Court Remote Access Contact Sheet

During COVID-19 social distancing restrictions, the court will hold several hearings remotely. This means, you will be **required** to appear by videoconferencing software, Cisco WebEx (*instructions for downloading attached*). This 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 Josephine 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.

Case Number: _____

My Name: _____

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

Email Address: _____

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

By checking this box, I am asking the court to please also 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).

****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.

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

Date: _____

Signature: _____

Print Name: _____

PROTECTIVE ORDERS & EX PARTE FILINGS ONLY**

(Restraining Orders, Stalking Orders, Immediate Dangers)

Date I will appear by phone: _____

(This means that I will be expecting a phone call from the court during the scheduled session. Failure to be available at this time, without re-scheduling with the court may result in a dismissal of my motion/case.)



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).