



**CIRCUIT COURT of the State of Oregon**  
for Lincoln County  
Seventeenth Judicial District  
Lincoln County Courthouse  
225 West Olive Street Newport, Oregon



## Remote Appearance Instructions

THANK YOU for your patience during this time of social distancing. The court's goal is to keep people safe by minimizing the number of people coming to the court but to also protect the rights of participants.

### All Hearings

1. Check page 1 of your hearing notice. There will be a comment that the hearing will be via video, using WebEx. Check your email for an invitation to WebEx video conference. If you lack access to video, there will also be an option to join by phone.

*Note: Most iPhones, iPads, and some Android smart phones are compatible with Cisco WebEx, using the Cisco WebEx Meetings App.*

2. Please connect 10 to 15 minutes early to the hearing. If your hearing does not begin right away, please be patient and wait. The court may be concluding another hearing.
3. Court will begin by taking a roll call of the participants.
4. Place your phone/computer microphone on MUTE when you are not speaking.
5. Wait to speak until the court calls on you. Please do not speak at the same time as someone else. The judge will give everyone an opportunity to speak.
6. Identify yourself each time you begin to speak, by saying, "This is \_\_\_\_\_", so that the record (recording) is clear about who was talking.
7. Please talk slowly and directly into the phone or your computer microphone.

### **Appearing by Video – Specific Instructions**

8. Please connect to the video conference 10 to 15 minutes early to allow time to connect to the WebEx meeting and resolve any technical issues.
9. Use headphones, if possible, to improve the sound quality for all participants.
10. If the sound quality on the video makes it too hard for you to hear, you may mute your computer microphone and speakers and then dial into the associated conference call number.

### **Appearing by Phone – Specific Instructions**

8. Please call in a few minutes early to allow time to resolve any technical issues.
9. Do not place the call on hold. Calls placed on hold play music that everyone on the call will hear.
10. Do not use a speaker phone as the sound quality is poor. Make sure you're in a place without distractions, interruptions, or background noises. This is important, so the recording of the hearing is understandable.

We understand this is challenging for everyone and we appreciate your cooperation and understanding!

**Lincoln County Circuit Court**