



ORANGE COUNTY SUPERIOR COURT

TRAFFIC COURT TRIALS - REMOTE HEARINGS

WEBEX INSTRUCTIONS FOR PARTICIPANT

OVERVIEW

The Orange County Superior Court has implemented the option for Remote Hearings for selected court appearances. Your Remote Hearings will be conducted utilizing WebEx software that allows you to make your appearance with your phone, tablet or personal computer.

Please be advised, you must login and be seen by a Judicial Officer to have your Court Trial addressed. Failure to appear on your scheduled date and time may result in non-compliance processing, including an added civil assessment.

BEFORE GETTING STARTED – WHAT YOU NEED TO KNOW

Please note the following prior to attending your Remote Hearing:

- A video appearance is required by the Court for Remote Hearings. Please ensure you are in a quiet location with only you visible before starting your Remote Hearing
- Similar to an in-person court appearance, please ensure you are dressed appropriately for the Remote Hearing
- If you require an interpreter, make the request before your hearing and one will be provided for you
- In order to prevent audio issues or distracting background noises, the Court recommends using headphones with a microphone, if possible
- Please be prompt in joining the hearing, your case may not be heard if you have not joined by the time the Judge begins the proceedings
- If appearing via a mobile device, please ensure you have adequate battery power and signal
- You may want to connect via WiFi, as streaming the Remote Hearing may use a significant amount of data
- If appearing via mobile device, be sure to download the WebEx application and create a profile prior to the hearing date
- Please note, WebEx Remote Hearings work best on the Google Chrome Internet browser

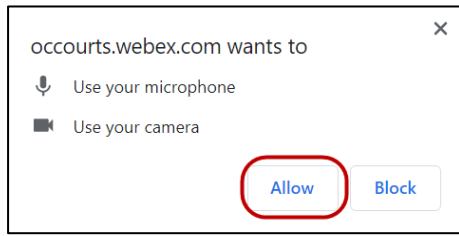
Please note the following as it relates to the Remote Hearing:

- The Court has the ability to mute any participant during the meeting
- Recording or photography of the Remote Hearing is prohibited
- You may be contacted via the Chat feature during the Remote Hearing. Please reply accordingly
- There may be stretches of time where you are waiting to hear from the Judicial Officer. Please be patient, and do not unmute yourself
- If at any time you become disconnected from the hearing, please rejoin the meeting through the same link, and you will be re-admitted into the Remote Hearing
- If you are disconnected and cannot reconnect, please send an email to LiveCT1@occourts.org

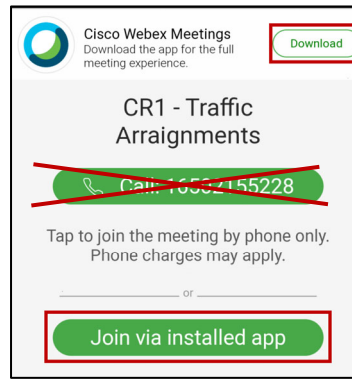
To attend your Remote Hearing:

1. Access the WebEx link: <https://occourts.webex.com/meet/CT1>
2. The **WebEx** link will open in your web browser. Your browser may prompt you to provide access in order to use your microphone and camera. Please click **Allow** to proceed to entering your user information. If you are using a mobile device or tablet, you will need to download the **WebEx** application prior to signing in. Once you have signed in and created your user profile, click the **Join via installed app** button to proceed. Please do not call, as you must appear by video.

Web



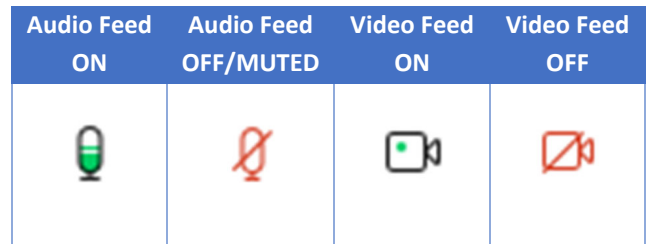
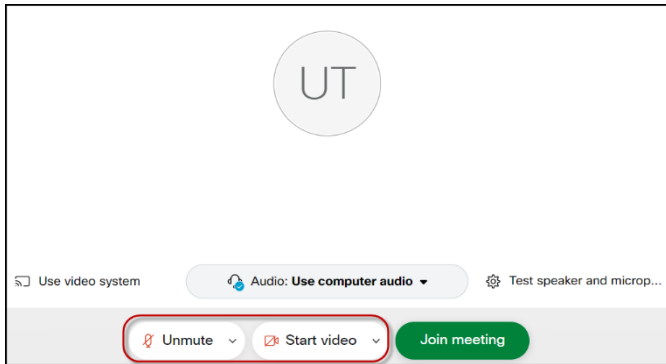
Mobile / Tablet



Do not call. You must appear by video.

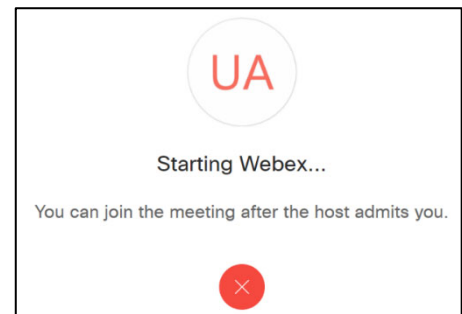
3. You will be prompted to enter guest user information in order to access the Remote Hearing. In order to assist court staff in locating you when it is your turn to appear before the Judge, please update the **User Name** field as follows: **Last Name, First Name**. Your email address is not required to continue to the next step. Once you are ready, click **Next** to proceed.

4. A screen will display, with a green **Join meeting** button. Before joining, please ensure your audio is muted (see below for more details). You may also test your video by clicking on the **Video Feed** button to turn it **ON**. Once you are ready to proceed, click **Join Meeting**.



DURING THE HEARING – WHAT TO EXPECT

Initially, you will join the Lobby, where you will see the message on the right. While you are waiting in the Lobby, you will not hear anything. If at any time you become disconnected from the hearing, please rejoin the meeting through the same WebEx Remote Hearing link.



CHECK-IN PROCESS

Once court staff begins the Check-In process, you will be moved to the Remote Hearing room for sound and video checks. Upon entering the Remote Hearing room, you will be muted automatically. Please follow directions of court staff as to muting/unmuting audio and turning video on/off. Please do not unmute yourself until your case is called. Once the Check-In process is complete, you may be moved back to the Lobby until the Remote Hearing begins.

HEARING


Once the Remote Hearing begins, you will be moved back into the Remote Hearing room, where you will see the Judicial Officer that will hear your case. Please do not unmute yourself at this point. The Judicial Officer will provide everyone with specific information on how the Court Trials will be conducted.

The Judicial Officer will then begin to call cases one at a time. When you hear your name called, be sure your video is on and then unmute yourself, so you can successfully participate in your Court Trial.


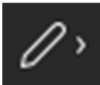


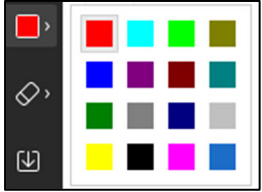

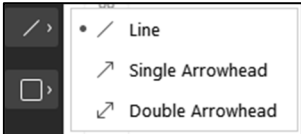


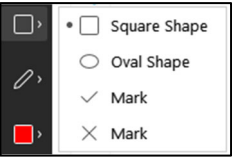

WHITEBOARD FEATURE

During the course of the Remote Court Trial, participants will be able to use the Whiteboard feature on Webex to draw diagrams and help illustrate the testimony.

The following instructions are general, as it relates to the Whiteboard Application on the desktop, and are subject to change as the technology is updated. For the latest instructions, including device-specific details, please access the following website: <https://help.webex.com/en-us/vwot6eb/Webex-Create-and-Share-a-Whiteboard-During-a-Meeting>.

To share a whiteboard upon being prompted by the Judicial Officer, click anywhere on the screen to bring up the **Settings Icon Bar**. Click on the **Share Content Icon**  to populate the Whiteboard feature and select the **Whiteboard** option. A blank page will populate on your screen and all participants will be able to see the content drawn.

The following are available functions for the whiteboard:

	The Arrow Pointer allows participants to mark any area on the whiteboard with their name to point out the areas of interest.		The Pen/Pencil Tool allows you to freely draw or annotate with the use of a mouse or trackpad. If using a mobile device, use your finger as the pen.
	The Text Tool allows participants to create text boxes to type in different points on the page. Tap the area of the Whiteboard in which you would like to insert the text and type. The text will populate on the screen in the selected location.		The Annotation Color function allows you to change the color that you are currently drawing in. Click the right arrow next to the icon to find more color options. 
	The Line function allows users to create lines. You can click on the right arrow next to the icon to find more options of use. 		The Eraser function allows you to clear your drawings/annotations. You can click on the right arrow next to the icon to choose to erase all annotation or only the ones drawn by you. Tap on the drawing to remove edits. If you want to remove the entire drawing, tap the Eraser again and select Clear all .
	The Draw Shape Tool allows participants to draw shapes with the assistance of the program. Click on the right arrow next to the icon to find more options to use. 		The Save function allows you to save the Whiteboard to your computer or device

AFTER YOUR HEARING

Once your hearing is done and you have been excused by the Judicial Officer, please close WebEx using the **X** on the top right corner of your browser to exit the hearing or clicking the red **X** button on the bottom of your screen.

The court has created a [My Court Portal](#) containing instructions for creating a My Court Portal account, which will allow you to access your case information.