



ORANGE COUNTY SUPERIOR COURT TRAFFIC REMOTE HEARINGS – WEBEX INSTRUCTIONS FOR PARTICIPANT

OVERVIEW

The Orange County Superior Court has implemented Remote Hearings for traffic court appearances. You have received a notice to attend a Remote Hearing for your traffic citation at a specific date and time. You do not have to appear in person at the courthouse. Traffic Remote Hearings will be conducted utilizing WebEx software that allows you to make your appearance with your phone, tablet, or personal computer. In addition, the Court has prepared a [Quick Reference Guide](#) containing instructions for creating a My Court Portal account, which will allow you to set up an Automatic Reminder for your Remote Hearing.



Effective January 4, 2022, pursuant to [First Amended Administrative Order No. 20/23](#), all traffic proceedings, except court trials, for all infractions shall be conducted via remote video hearing, at which time the court must obtain your consent to appear remotely pursuant to PC § 1428.5(a)(1). If you wish to appear-in person, you may make such request at your first remote appearance.

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 when 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 will 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 Wi-Fi, 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:

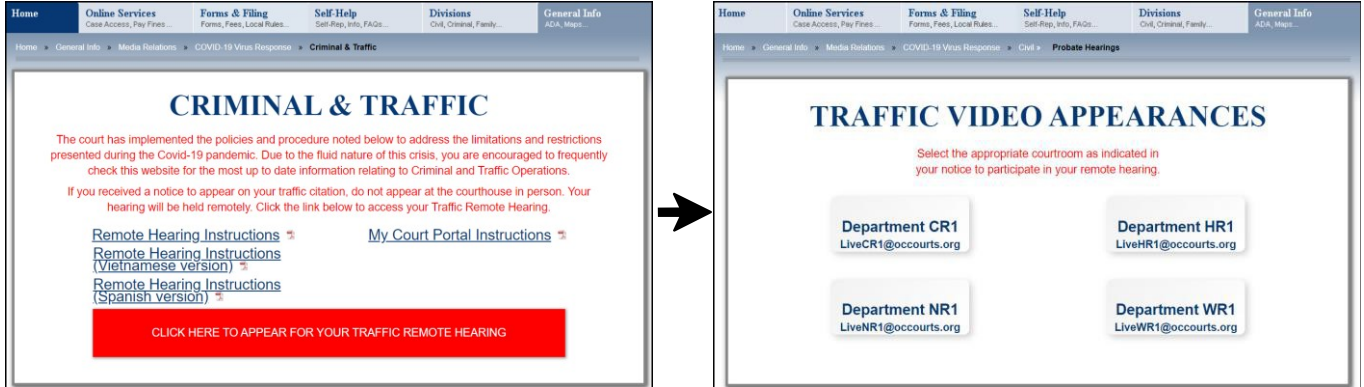
- The Court has the ability to mute any participant during the meeting
- Recording or photography of the Remote Hearing is prohibited
- You may be contacted via the Chat feature during the Remote Hearing. Please reply accordingly
- There may be stretches of time where you are waiting to hear from the 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 the appropriate department as follows:

| Remote Hearing Department | Email Address |
|---------------------------|--|
| Central (Department CR1) | LiveCR1@occourts.org |
| Harbor (Department HR1) | LiveHR1@occourts.org |
| North (Department NR1) | LiveNR1@occourts.org |
| West (Department WR1) | LiveWR1@occourts.org |

- You should only send an email if you are experiencing technical issues joining the Remote Hearing. Please do not submit any inquiries or correspondence to the above emails as they will not be addressed. Any questions or correspondence regarding your case should be submitted through [My Court Portal](#) or by mail

To attend your Remote Hearing:

- Access the [Court Public Website COVID-19: Criminal & Traffic](#) page.
- At the start time for your Remote Hearing, click the red box stating, “Click Here to Appear for your Traffic RemoteHearing”. Then select the appropriate courtroom to access the **WebEx** Remote Hearing link.



- 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.

| | | |
|---|---|--|
| <p>Web</p> <div style="border: 1px solid black; width: 200px; height: 100px; margin: 0 auto;"></div> | <p>Mobile / Tablet</p> <div style="border: 1px solid black; padding: 5px; margin: 0 auto;"> </div> | <p>Do not call. You must appear by video.</p> |
|---|---|--|

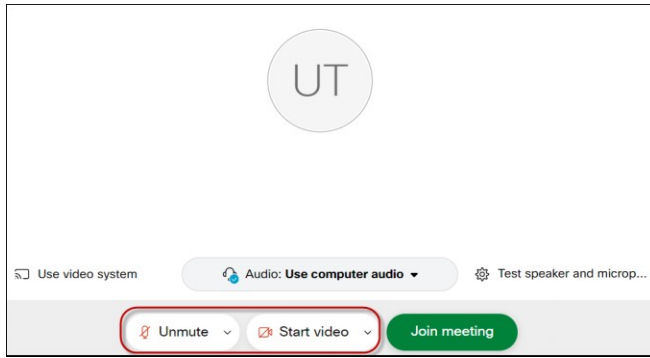
- You will be prompted to enter guest user information in order to access the Remote Hearing. In order to assist court staff in locating you when it is your turn to appear before the Judge, please update the **User Name** field as follows: **Last Name, First Name**. Your email address is not required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

Enter your information

User, Test

Email address (Optional)

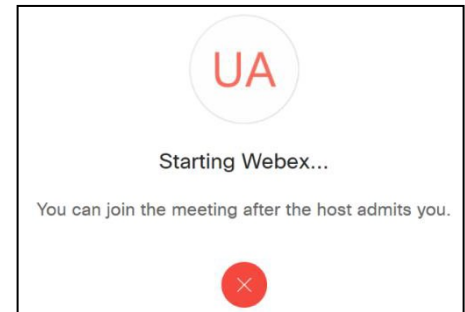
- A screen will display, with a green **Join meeting** button. Before joining, please ensure your audio is muted (see below for more details). You may also test your video by clicking on the **Video Feed** button to turn it **ON**. Once you are ready to proceed, click **Join Meeting**.



| Audio Feed ON | Audio Feed OFF/MUTED | Video Feed ON | Video Feed Off |
|---------------|----------------------|---------------|----------------|
| Mute | Unmute | Stop video | Start video |

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.

ADVISEMENTS

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 rights and advisements prior to the hearing and court staff will then move you back to the Lobby (see below for more detail).



REMOTE HEARING LOBBY

At times during the calendar call, you may be redirected to the Lobby where you will wait until your case is called. When it is time for your hearing with the Judicial Officer, court staff will move you back into the Remote Hearing room. Please do not unmute yourself until your case is called. Your case will be called as quickly as possible. Thank you for your patience.

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.

If you are required to pay fines, visit [My Court Portal](#) for information or to see the status of your case. You can also submit any documents required through the My Court Portal's eCorrespondence function.