

Remote Hearing Instructions – Appellate Information

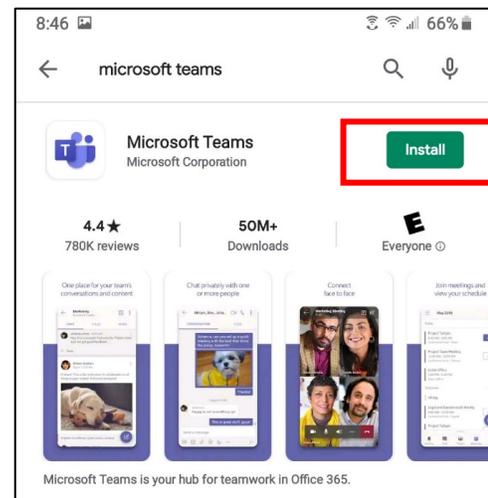


- Your hearing will be held **REMOTELY**.
- If you are representing a party, you **MUST** provide them these instructions.
- You will require a computer, tablet, or smartphone that has a camera in order to remotely appear. You will also require the Microsoft Teams application (See *How to Download Microsoft Teams* instructions below).
- If you are unable to follow the instructions below, please call 657-622-8278 for assistance.

How to Download Microsoft Teams

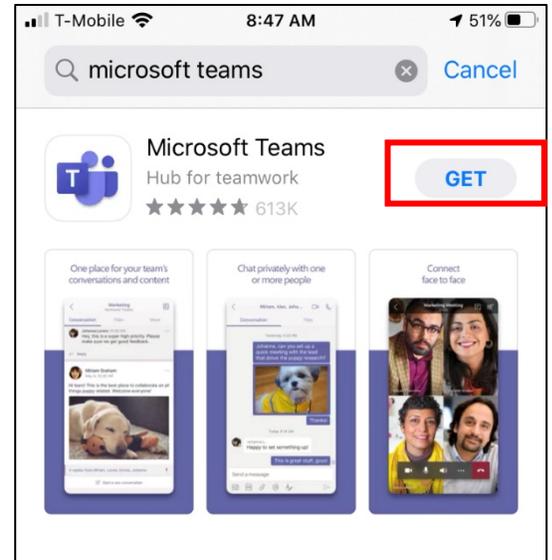
On Android:

1. Open Google Play.
 - a. On your phone, use the Play Store app 
2. Search for Microsoft Teams.
3. Pick Microsoft Teams and tap **Install**.



On iPhone:

1. From a Home screen, tap **App Store** .
→ To install apps, you must sign in with your Apple ID or create one.
2. Click **Search**.
3. Search for Microsoft Teams.
4. Pick Microsoft Teams and tap **Get**.



On Desktop:

1. From your web browser, insert the following link:
<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>
2. Click **Download for Desktop**, and then click **Download Teams**.

Remote Hearing Process

When it is the assigned date and time of your hearing, follow the instructions below:

If accessing the remote hearing on your desktop:

1. On the date and time of hearing, go to the Court's website: www.occourts.org
2. Click on the COVID-19 button.



3. Scroll down and click Appeals & Records.



- In the box located at the top of the page, click the "CLICK HERE TO APPEAR FOR APPELLATE HEARINGS" button, which appears in red.
- Then click the department button in which you are scheduled to appear.
- Locate the day of your appearance and click on the time you are scheduled to appear. Ensure you selected the right day of the week and time of the day.

Department Appellate

Courtroom	AM/PM	Monday	Tuesday	Wednesday	Thursday	Friday
Dept. C1	AM				9:00am	
					9:30am	
	PM					

- Select either *Continue on this browser* or *Open your Teams app* (if the application has been installed on your computer). Note: Installing Microsoft Teams and opening the hearing through the application will result in improved audio and video quality.

How do you want to join your Teams meeting?



Download the Windows app
Use the desktop app for the best experience.

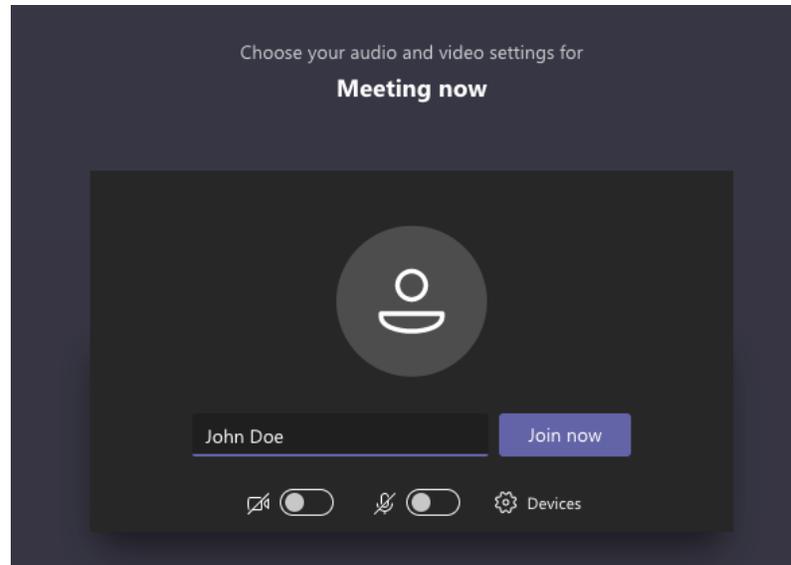


Continue on this browser
No download or installation required.



Open your Teams app
Already have it? Go right to your meeting.

8. Enter your full name. If you are an attorney, specify if you represent the plaintiff/petitioner/appellant or defendant/respondent. Then, press *Join Now*. Make sure that your audio is muted when entering the lobby.



9. You will then be redirected to a lobby where a court staff member will admit you into the hearing once it has commenced. At this time, make sure your audio is muted by selecting the  button. You may also test your video by pressing the  button.

If accessing the remote hearing on your cell phone:

1. Go to the Court's website: www.occourts.org
2. Click on the COVID-19 button.



3. Scroll down and click Appeals & Records.

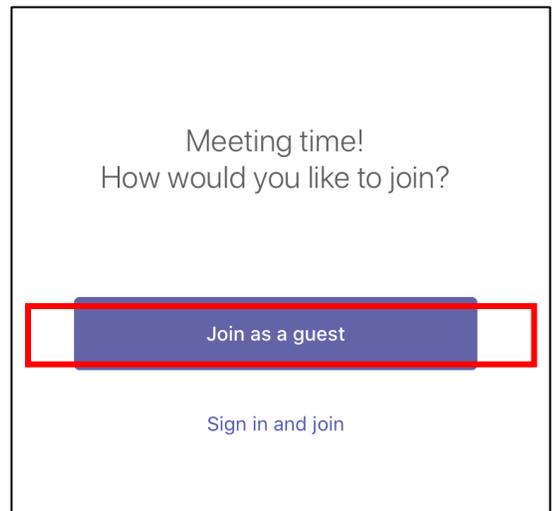


- In the box located at the top of the page, click the "CLICK HERE TO APPEAR FOR APPELLATE HEARINGS" button, which appears in red.
- Then click the department button in which you are scheduled to appear.
- Locate the day of your appearance and click on the time you are scheduled to appear. Ensure you selected the right day of the week and time of the day.
Note: It is recommended that you test the link the night before the hearing. Do not test links during court hours as you might join a hearing already in session.

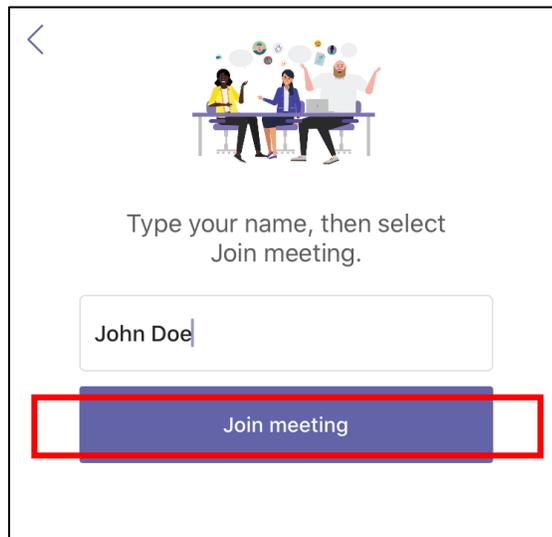
Department Appellate

Courtroom	AM/PM	Monday	Tuesday	Wednesday	Thursday	Friday
Dept. C1	AM				9:00am	
					9:30am	
	PM					

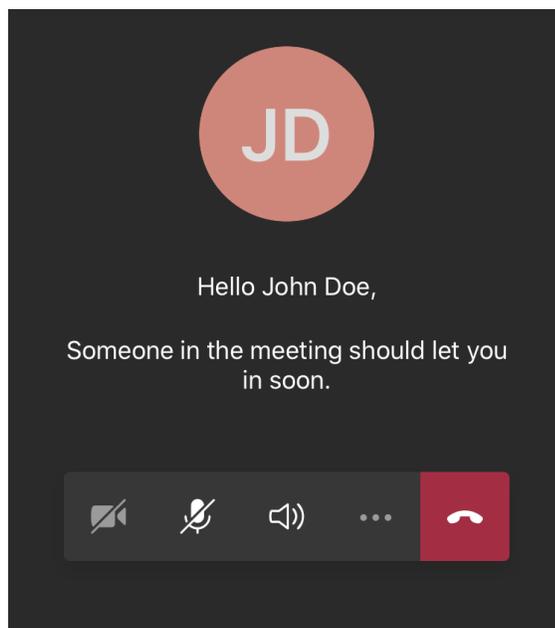
- The link will open the Microsoft Teams application on your cellular device. Once the application has been loaded, select *Join as a guest*.



8. Enter your full name. If you are an attorney, specify if you represent the plaintiff/petitioner/appellant or defendant/respondent. Then, press *Join meeting*.



9. You will then be redirected to a virtual lobby where a court staff member will let you in once the hearing has commenced. At this time, make sure your audio is muted by selecting the  button.



Important Things to Note:

- The Court has the ability to mute anyone during the hearing.
- If the Court mutes you, you will have to unmute yourself before the Judicial Officer can hear you again.
- To unmute yourself, go to the control panel and select the  toggle.
- Recording or photography is prohibited.

- 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.
- Using headphones with a microphone set is highly recommended. This will prevent echoing or background noises that cause distraction for the Court.