

# Remote Hearing Instructions

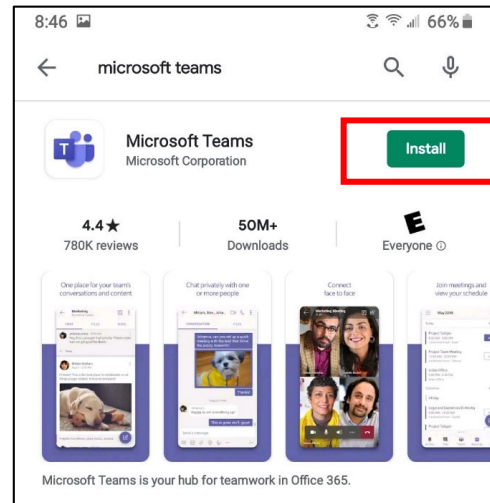


- Your hearing will be held **REMOTELY**.
- If you are representing a party, you **MUST** provide them these instructions.
- If you have any exhibits you wish to show to the judicial officer, you **MUST** email them two days prior to the start of your hearing. Email the documents to the department assigned to hear your case which is listed on the first page of this notice.
  - Department C61 - liveC61@occourts.org
  - Department C62 - liveC62@occourts.org
  - Department C66 - liveC66@occourts.org
- Any exhibits you email to the Court must also be served on the opposing side before the court may review the documents. The judicial officer may ask the opposing party if they have received the documents. If the opposing party has not, the judicial officer may continue the hearing to another date.
- 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, the party you are representing, or your witnesses **CANNOT** follow these instructions, you **MUST** call one of the numbers below as soon as possible.
  - Remote Hearing Assistance (657) 622-8513
  - Self Help (657) 622-8511

# How to Download Microsoft Teams

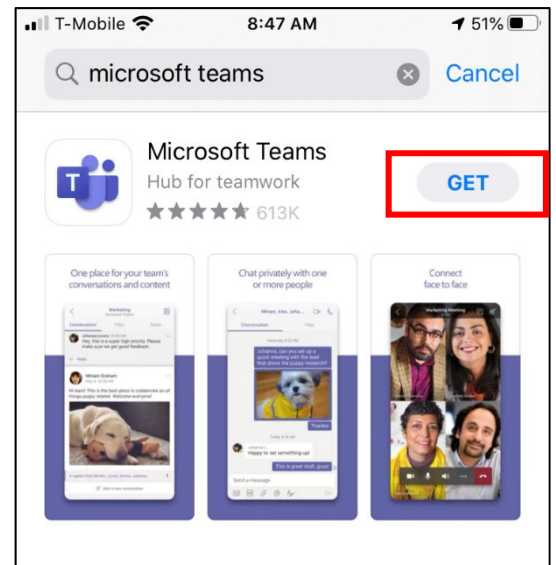
## On Android:

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

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

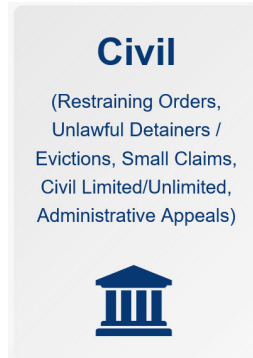
**If accessing the remote hearing on your desktop:**

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



Attention: **CLICK HERE** for all court information, policies and procedures relating to the COVID-19 pandemic.

3. Scroll down and click Civil.



4. In the box located at the top of the page, click the "CLICK HERE TO APPEAR FOR C61, C62 AND C66 HEARINGS" button, which appears in red.

CLICK HERE TO APPEAR FOR C61, C62 AND C66 HEARINGS

5. Then click the department button in which you are scheduled to appear.


6. 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. Contact the court if you encounter any issues.

**Department C61**


Courtroom	AM/PM	Monday	Tuesday	Wednesday	Thursday	Friday
Dept. C61	AM	<a href="#">8:00am</a>	<a href="#">8:00am</a>	<a href="#">8:00am</a>	<a href="#">8:00am</a>	<a href="#">8:00am</a>
		<a href="#">8:30am</a>	<a href="#">8:30am</a>	<a href="#">8:30am</a>	<a href="#">8:30am</a>	<a href="#">8:30am</a>
		<a href="#">9:00am</a>	<a href="#">9:00am</a>	<a href="#">9:00am</a>	<a href="#">9:00am</a>	<a href="#">9:00am</a>
	PM	<a href="#">1:30pm</a>	<a href="#">1:30pm</a>	<a href="#">1:30pm</a>	<a href="#">1:30pm</a>	<a href="#">1:30pm</a>

7. 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.

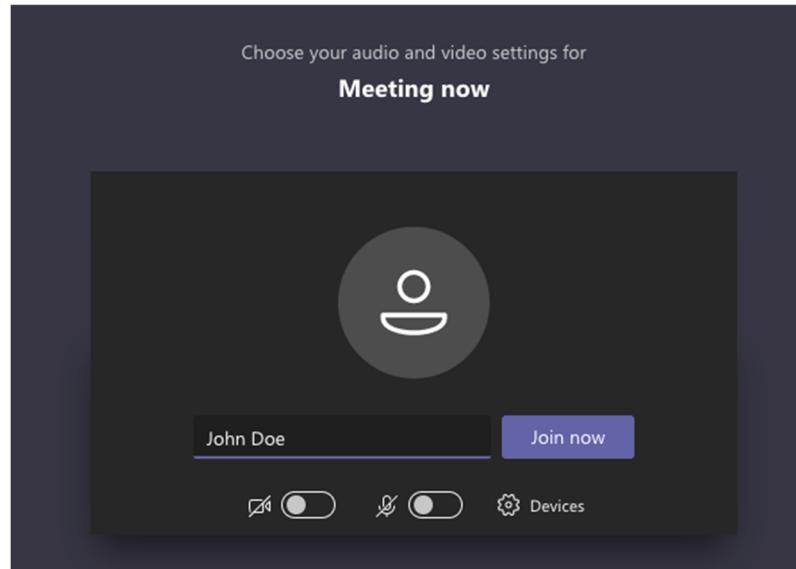




**Continue on this browser**  
No download or installation required.



**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.



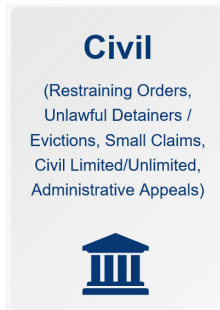
9. You will then be redirected to a lobby where a court staff member will admit you into the hearing once it has commenced. At this time, make sure your audio is muted by selecting the  button. You may also test your video by pressing the  button.

### **If accessing the remote hearing on your cell phone:**

1. Go to the Court's website: [www.occourts.org](http://www.occourts.org)
2. Click on the COVID-19 button.



3. Scroll down and click Civil.



- In the box located at the top of the page, click the "CLICK HERE TO APPEAR FOR C61, C62 AND C66 HEARINGS" button, which appears in red.

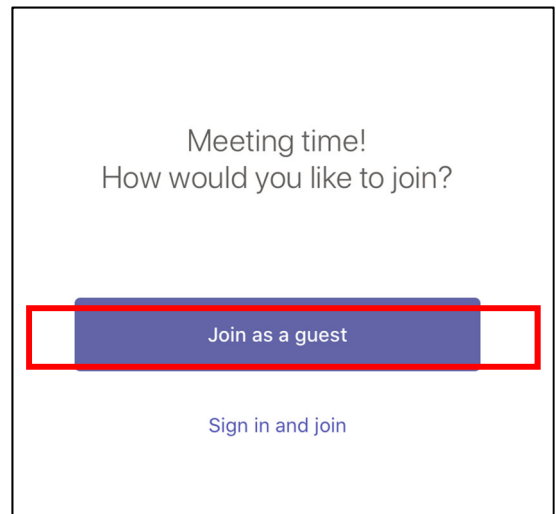
[CLICK HERE TO APPEAR FOR C61, C62 AND C66 HEARINGS](#)

- 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. Contact the court if you encounter any issues.

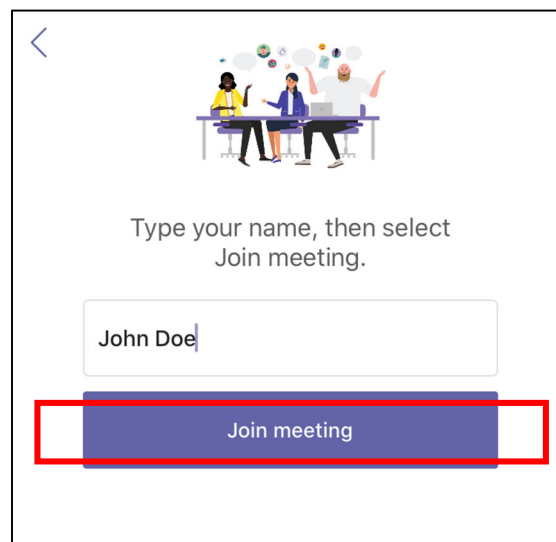
**Department C61**


Courtroom	AM/PM	Monday	Tuesday	Wednesday	Thursday	Friday
Dept. C61	AM	<a href="#">8:00am</a>	<a href="#">8:00am</a>	<a href="#">8:00am</a>	<a href="#">8:00am</a>	<a href="#">8:00am</a>
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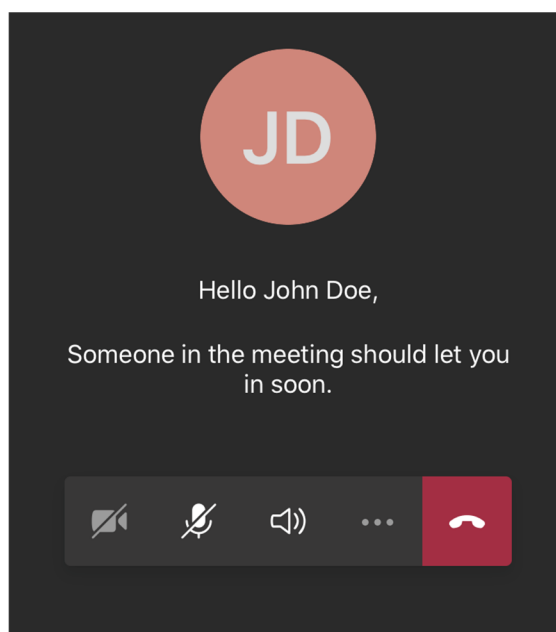
- The link will open the Microsoft Teams application on your cellular device. Once the application has been loaded, select *Join as a guest*.




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.

## Viewing Court Proceedings Only

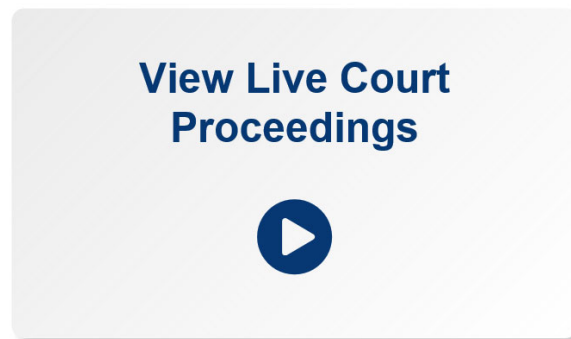
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Court proceedings can also be viewed through the court's public website as a non-participant member of the audience. In order to view the livestream of a courtroom, follow these steps:

1. On the date and time of the hearing, go to the Court's Website: [www.occourts.org](http://www.occourts.org)
2. Click on the COVID-19 button.



3. Scroll down and at the top of the page click the "View Live Court Proceedings" button.



4. Then click the department button in which you want to view court proceedings.