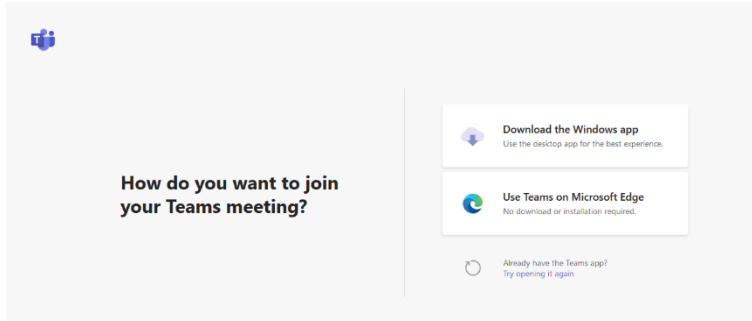


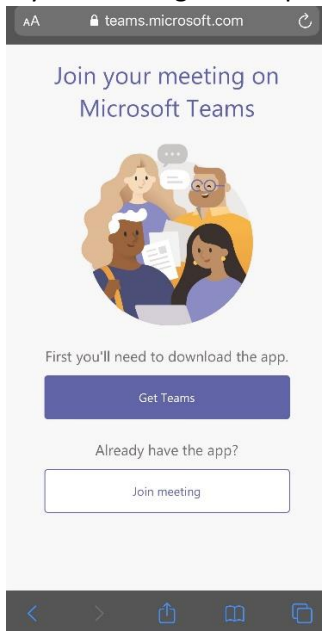
INSTRUCTIONS REGARDING HEARINGS HELD VIA VIDEO CONFERENCE

Please follow these instructions to ensure a smooth video conference hearing.

- Click on [Join Microsoft Teams Meeting](#) in the invitation to join the hearing.
- If you are on a computer, you will be taken to a web page that looks like this



- You may either install Microsoft Teams on your computer or, if you are using Google Chrome or the new Microsoft Edge, you may use the “Continue in this browser” option. If you are using Internet Explorer or Firefox you will need to download the app, or choose “Use Teams on Microsoft Edge.”
- If you are using a smartphone or tablet you will see this screen



There are apps available for both iOS and Android devices.

- Once connected, you will be placed in a waiting room until your hearing starts. Remember, multiple matters are set for the same time, so you may be in the waiting room for a several minutes before your case is called. Once you have connected to the hearing, the court can see who is in the waiting room and will wait until the previous hearing is concluded and all parties are present before bringing you into the hearing.
- If you do not have access to a computer, the courtroom deputy can give you a phone number to call. Please contact the courtroom deputy a day in advance to make those arrangements.
- If you must appear by telephone try to use a landline phone, if possible, instead of a cell phone. If you must use a cell phone, please hold the phone to your ear and do not use the speaker phone.
- Whether connected via phone or computer, please mute your speaker unless you are speaking.