



VIRTUAL COURT

IMPORTANT: These instructions should only be used by **court participants** or people who need to **appear virtually** for court.

HOW TO APPEAR – INSTRUCTIONS

You may appear for your court appearance by using one of the following methods:

- From your **Smartphone** or **Computer**
- From a **Telephone** (Landline or Mobile)

Virtual Court is conducted using Microsoft Teams.

Please watch a short video tutorial on [how to join meetings](#) using Microsoft Teams.

Joining A Virtual Courtroom

Please use the steps below to join a virtual courtroom using your **Smartphone** or **Computer**.

Via Smartphone

1. **Prior to your court date**, download the official **Microsoft Teams** MobileApp (which is free) from your phone provider's app store.
Or navigate to the following [Microsoft Download Page](#) and follow the steps for installation.
2. Next, locate your virtual courtroom link in the **table below**. See section "Virtual Courtroom Directory" on this page below.
3. At the time of your scheduled court appearance **click on the link for your courtroom**, or copy / paste it into your phone's internet browser.
4. **Enter your Name or Case Number** (as the name) when prompted by Microsoft Teams. Your smartphone will be joined with video and audio to a virtual courtroom in progress using the Microsoft Teams MobileApp.

Via Computer

IMPORTANT: Before joining, ensure your computer has a webcam, microphone and sound output. For more information review the official [Microsoft Teams Hardware Requirements](#) page.

1. **Prior to your court date**, download the Microsoft Teams Desktop Application by clicking the **Download for Desktop** link on [Microsoft's Download Page](#)
2. Next, locate your virtual courtroom link in the **table below**. See section "Virtual Courtroom Directory" on this page below.
3. At the time of your scheduled court appearance **click on the link for your courtroom**, or copy / paste it into your computer's internet browser.
4. **Enter your Name or Case Number** (as the name) when prompted by Microsoft Teams. Your computer will be joined with video and audio to a virtual courtroom in progress using the Microsoft Teams Program.

Via Phone (Landline or Mobile)

IMPORTANT: When joining via phone, you may be muted until your case is called. To **unmute** when you need to speak or when your case is called by the Judicial Officer **press * (star) 6** on your phone's number pad. If you wish to keep your phone number (caller id) private, you may **press * (star) 67** before dialing the courtroom phone number.

1. Locate your courtroom and the corresponding **Conference Phone Number** and **Conference ID Number**
2. Next, at the time of your scheduled court appearance, **call the phone number listed** in the "Virtual Courtroom Directory" table below.
3. When prompted, enter the corresponding **conference ID** for your courtroom and press the **# (pound / hashtag)** sign to confirm.
4. You may be asked to **record your name** which will announce you to the virtual courtroom, do this by simply speaking your name when prompted.