

HOW TO PARTICIPATE IN YOUR RESTRAINING ORDER HEARING THROUGH WEBEX

During the Covid-19 Court emergency period, some restraining order hearings may occur with some or all participants using an online tool called “WebEx”. It is a method by which your judicial officer may both see and hear parties and witnesses who are not in the courtroom.

We offer this service in two courtrooms: Departments 18 and 22 of the Stanley Mosk Courthouse located at 111 North Hill St., Los Angeles, California, 90012.

We ask that you use a computer to join the courtroom’s WebEx because it makes it easier for staff to take attendance. Enter the following link onto your computer’s web browser and follow the steps below:

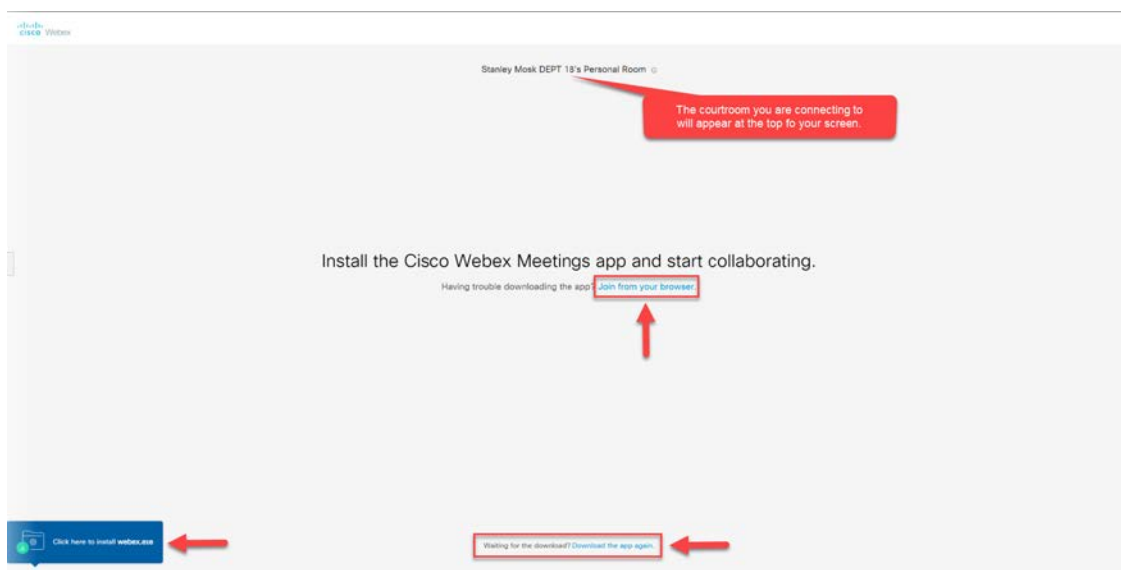
Department 18:

Link: <https://lacvirtualcourts.webex.com/meet/smc-dept-18>

Department 22:

Link: <https://lacvirtualcourts.webex.com/meet/smc-dept-22>

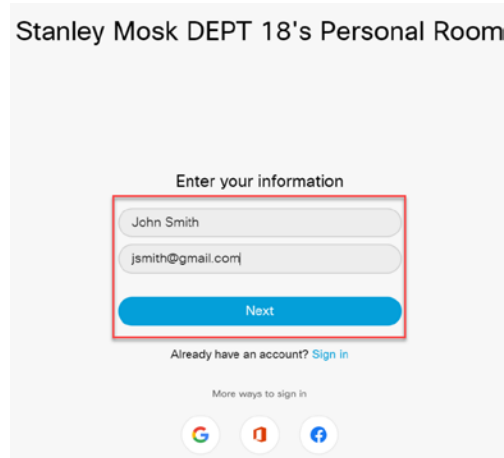
Step 1: Click on ‘Join from your browser’.



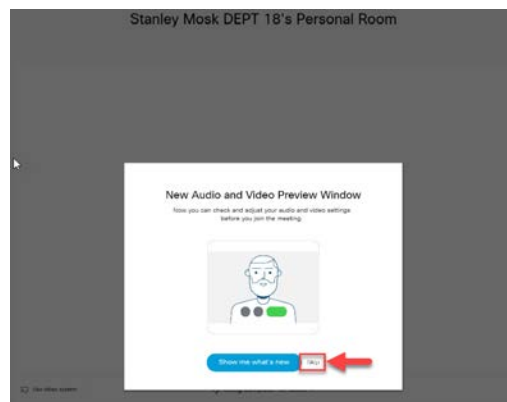
The first time you access WebEx, plan on some extra time because you may need to download the application. If so, click “Download it now.”

HOW TO PARTICIPATE IN YOUR RESTRAINING ORDER HEARING THROUGH WEBEX

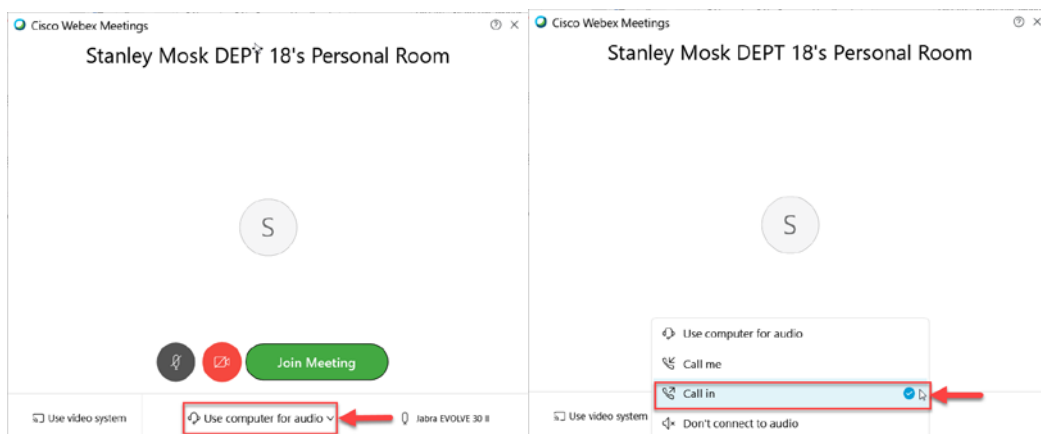
Step 2: Enter your FULL NAME and e-mail address. Click 'Next'.



Step 3: Click 'Skip' in the New Audio and Preview Window.

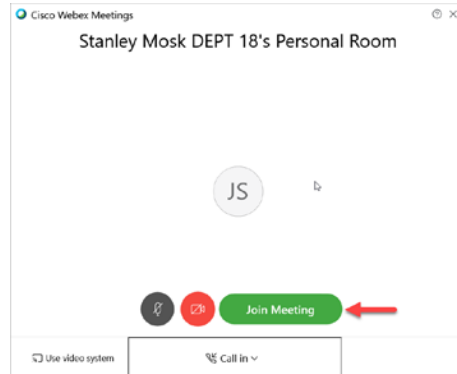


Step 4: On the bottom of the screen, (1) click on the down arrow and (2) select 'Call In'.

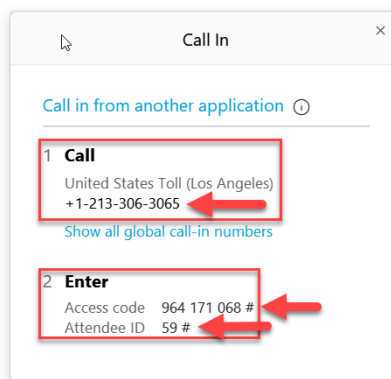


HOW TO PARTICIPATE IN YOUR RESTRAINING ORDER HEARING THROUGH WEBEX

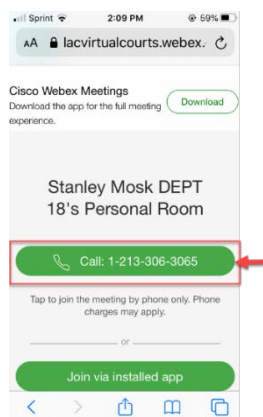
Step 5: Select 'Join Meeting'.



Step 7: Enter the WebEx phone number shown under 'Call' into your mobile phone or landline and follow the operator's instructions to enter the access code and attendee ID.



If you can only attend the WebEx by using a smartphone, enter the courtroom's WebEx link into your mobile phone web browser and click the green 'Call' button. The operator will connect you to the courtroom's WebEx.



HOW TO PARTICIPATE IN YOUR RESTRAINING ORDER HEARING THROUGH WEBEX

PLEASE REMEMBER:

Use only one audio source. Do not select your computer's microphone as the audio **and** call in on your phone. This will create a very loud feedback noise which is heard by all participants on the call.

Do **not** put the call on "hold". Do not take another call without hanging up as this will place the WebEx call on "hold".

Keep your phone on mute, unless you are speaking. You may need to unmute from both your computer and your telephone.

Do not use the "chat" feature. Any communications with the Court or parties must be oral.

