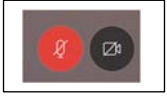# INSTRUCTIONS FOR THE PUBLIC
TO ACCESS REMOTE COURT HEARINGS

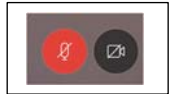(Effective June 30, 2020)

Laptop/Desktop Users (1):
METHOD 1:

1. Open a web browser (preferably Google Chrome),
2. Click on the WebEx Direct URL provided by the Court. You can also type it into your web browser.
3. Type in your full name and email address.
4. Click on "Join Meeting"
5. Mute your microphone. The microphone icon will be red when it is muted..
6. When you are ready, click "Join Meeting again.
7. You will be placed in the lobby until the courtroom clerk gives you access to the hearing.
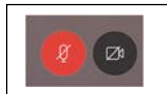
Laptop/Desktop Users (2):
METHOD 2:

1. Open a web browser (preferably Google Chrome),
2. Click on the DC Courts WebEx Site URL provided by the Court. You can also type it into your web browser.
3. Enter the WebEx Meeting ID provided by the Court.
4. Click "Join Meeting"
5. Type in your full name and email address and click "Next"
6. Mute your microphone. The microphone icon will be red when it is muted.
7. When you are ready, click "Join Meeting". You will be placed in the lobby until the courtroom clerk gives you access to the hearing.

Smartphone/Tablets or iPads:
METHOD 3:

1. Go to App Store and download the WebEx App (Cisco WebEx Meetings).
2. Accept the Terms.
3. Click "Sign In", enter your email address and click "Next."
4. Enter the WebEx Direct URL provided by the Court
5. Click "Join Meeting."
6. Enter the WebEx Meeting ID provided to you by the Court.
7. Mute your microphone. The microphone icon will be red when it is muted.
8. When you are ready, click "Join Meeting again. You will be placed in the lobby until the courtroom clerk gives you access to the hearing.

Issues with Sound
If you are using your computer for sound and can't hear, or the sound quality is bad, disconnect from the WebEx hearing and use the dial in by phone Method 4 below.

Dial-in by Phone:
METHOD 4:

1. Call 202-860-2110 (local) or 844-992-4726 (toll free)
2. Enter the WebEx Meeting ID provided by the Court followed by "##".

If you have questions, contact the Clerk's Office.