



INSTRUCTIONS TO PARTICIPATE IN REMOTE COURTROOM HEARINGS (Revised August 13, 2020)

Computer (Laptop/Desktop):

You can join a hearing two ways using a computer:

1. Click on the WebEx Direct URL link the Court gave you. This will take you directly to the page to join the remote hearing (you do not need to enter the WebEx Meeting ID); or
2. Click on the WebEx Site URL link (<https://dccourts.webex.com>) and type the WebEx Meeting ID number the Court gave you.

If clicking on the link does not take you to the WebEx page, open an internet browser (Google Chrome works best with WebEx) and then copy and paste or type the URL link the Court gave you.

After you open WebEx, click “Join Meeting.”

Join Meeting 

You may need to click “run” to open the Cisco WebEx file. Type your name and email address.

Smartphone/Tablet or iPad:

Download the WebEx App in the App Store (the App is called: "Cisco WebEx Meetings") and accept the terms.

Click “Join Meeting”

Join Meeting 

Enter the WebEx Meeting Number or WebEx Direct URL link the Court gave you – you can also copy and paste the meeting number or URL directly in the App.

Type your name and email address and click “Join.”

If asked, click “OK” to be heard and click “OK” again to be seen in the hearing.

- You will be placed on hold until the courtroom clerk accepts you into the hearing – you will be in the WebEx “lobby.”
- You should be prepared to identify yourself to the courtroom clerk (For example, John Doe, Plaintiff)
- Make sure your microphone is muted before clicking “Join Meeting.” If you need to be seen, make sure the camera is on. [see diagram below].



You can test your computer or telephone on the WebEx website at <https://www.webex.com/test-meeting.html>. If you have issues with the sound, let the Court know that you will join by phone. If others cannot hear you, use the chat feature to let them know or call the Clerk’s Office. Disconnect from the hearing by clicking the Leave button. For best practices on how to participate in WebEx meetings, click here <https://www.webex.com/learn/best-practices.html>.

Phone:

If you do not need to be seen in the hearing or have issues with the sound, you can use this method.

1. Call the direct number (202-860-2110) or toll-free number (844-992-4726) - the direct number may require fees, depending on your phone provider.
2. Enter the WebEx Meeting ID number the court gave you, then hit the # key twice.
3. You should be able to participate in the hearing; Press *6 to mute and unmute your phone.

**For Questions contact the Clerk’s Office
For Technical Issues or Questions call IT: 202.879.1928, Option 2**