

## WEBEX INSTRUCTIONS

You are receiving this notice because you are scheduled for a video hearing in Division 5 of the Circuit Court of Jackson County, Missouri. **DO NOT APPEAR IN PERSON IN THE DIVISION.** Attorneys are responsible for instructing their clients and witnesses on the directions and procedures set out below. Attorneys shall appear dressed in courtroom attire for all WebEx meetings in Division 5.

This hearing will be conducted using the application "**WebEx by Cisco.**" This WebEx application will facilitate an audio and video connection to the Court for attorneys, parties and witnesses. You will need to have access to the INTERNET through a device (laptop, desktop computer, tablet or cell phone) with AUDIO and VIDEO capabilities.

### General Instructions for WebEx:

All counsel, participating parties and witnesses will need to go to: <https://www.webex.com/> and create a Webex account. There is no cost to start an account. In custody defendants do not need an account nor will they need to log on. There is an app. you must download for your phone if that is the device you intend to use. If you have a desktop, laptop or tablet computer with video and audio capabilities, you must download the desktop icon/application on those devices in order to connect to the hearing.

Once you have created a WebEx account and set up your app./icon, click on to the link <https://mocourts.webex.com/meet/james.kanatzar> as you would any other site. You should click on to the above cite 5 to 10 minutes prior to the scheduled time for your conference. When you click the link this should either automatically swap to the "Cisco WebEx Meetings" application **OR** prompt you for permission to open said application (this is applicable for whichever device or computer you choose to use). You will need to allow this. Once you have clicked onto the link and permitted opening your application, you will be notified that you are placed in the "LOBBY" of Judge Kanatzar Division 5 personal room.

**Please be sure that your audio and video on your computer or device is turned on.**

**If you are attending a hearing on a docket with more than one case, the Judge will bring you out of the lobby when he is ready to call that case. Please do not exit the meeting if you are not connected to the judge immediately.**

**For the best connection, please conserve your band width usage during the hearing. This can be accomplished by not having others use the same WiFi connection you are using during the hearing.**

**NOTE: In the event you, your client or witnesses cannot make a connection as described above or have technical difficulties you may join the meeting by phone with the following phone number (1-408-418-9388) and access code (965115362).**

Attorneys whose clients or witnesses do not have access to the internet should contact the

Division 5 staff members listed below immediately upon receipt of this notice. Parties unrepresented by counsel (pro se) who do not have access to the internet should also contact the Division 5 staff members listed below immediately upon receipt of this notice.

Please call or email with any questions.

Thank you,

Benjamin Boggs,  
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