General Information

This Court is now using Cisco's WebEx platform to host its dockets. Each person will need to log into Division 7's Chambers' "Personal Room" on WebEx to join the docket. Parties will be able to access the personal room by computer, cell phone app, or by calling the toll free Webex number listed below. It is very helpful to have a strong Internet or Wi-Fi connection to improve your access to the personal room. All individuals are instructed to access the personal room 5-10 minutes before the scheduled hearing as the Court will start calling cases promptly at the scheduled hearing time. Instructions on how to access the personal room are below. The Court will be hearing multiple cases, so please expect to wait several minutes until your case is called. Please mute your microphone while waiting for your case to be called. When you are admitted into the personal room, each participant will be able to participate in the hearing and see all other participants.

NEW OPTION: It is now possible to connect to the Court's personal room by dialing in via a cell phone or landline using the toll free Webex number. Please contact Division 7 at 816-881-3607 or div7.cir16@courts.mo.gov if you have any questions.

Steps to Call In:

(1) Call the Webex Phone Number. → **Webex Toll Free Phone Number: 844-487-0491**

(2) You will be asked to enter the access code or meeting number. At this time, enter the access code as listed below.

   a. **Access Code: 146 323 2149 (followed by the pound key)**

(3) Once directed, push pound again and wait to be admitted into the meeting room. There is no attendee ID number.

Connecting to Division 7's Chambers' Personal Room

In addition to the new option, there two different additional ways to access Division 7's Chambers' Personal Room: (A) mobile app or (B) computer. Please review each method before determining which works best for you.

(A) Mobile App

(B) Computer

(A) Mobile App	(B) Computer
1. Download the free "Cisco WebEx Meetings" app from your app store. Open the app once it is downloaded. 2. Click on green button that says "Join Meeting". 3. Fill in "https://mocourts.webex.com/meet/div7chambers" in the "Meeting Number or URL" space. Fill in the next spaces with your personal information. Please use your full name so the Court can identify you. Click enter. 4. Allow the app to have access to your microphone and camera when prompted. 5. The next page will take you to Division 7's Chambers' "Personal Room" Mute your microphone by clicking the microphone icon until it is red. Click "Join Meeting." 6. After joining, you may be taken to the waiting room. You will be invited by the Court to the hearing when it is time for your matter to be heard. Using the mobile app to connect to the hearing does require connection to the Internet. It is not clear how much data will be used while waiting and throughout the hearing.	1. Enter "https://mocourts.webex.com/meet/div7chambers" in your browser's address bar. 2. You will be asked to enter your name and email address. It is important to include your full name so the Court can identify you when your case is called. Click "Join Meeting." 3. Next you will be prompted in some form to download the WebEx program. Download the program. 4. Once the program is finished downloading, a new window should open. Make sure the round icon that looks like a microphone is red and the one that looks like a camera is green. If one of the features is not available, it will appear gray. Click "Join Meeting." 5. After joining, you may be taken to the waiting room. You will be invited into the video hearing by the Court when your case is called.