**DIRECTIONS FOR WEBEX HEARINGS IN DIV. 31**

LOG IN ADDRESS: https://mocourts.webex.com/meet/mary.weir

**General Information**

This Court is now using Cisco’s Webex platform to host its dockets. Each person will wait in Judge Weir’s “Personal Room” on Webex until his/her hearing is called. All individuals are instructed to access the personal room at least 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 until your case is called. When a case is called, Judge Weir will invite the respective parties waiting in the personal room into the hearing. During this hearing, each participant will be able to participate in the hearing and see all other participants.

**Connecting to Judge Weir’s Personal Room**

There two different ways to access Judge Weir’s Personal Room: (A) mobile app or (B) computer. Please review each method before determining which works best for you.

**(A) Mobile App**

The following are step-by-step instructions on how to join your hearing via the Cisco Webex Meetings mobile app. All picture examples are from an iPhone and may appear differently on other types of devices.



1. Download the free “Cisco Webex Meetings” app from your app store.
2. Open the app once downloaded.
3. You will see a green button that says “Join Meeting. Click on that button.
4. The screen will prompt you to enter the “Meeting Number or URL.” In this space enter: https://mocourts.webex.com/meet/mary.weir

Fill in the next spaces with your personal information. Please use your full name so the Court can identify you. Click enter.

1. Allow the app to have access to your microphone and camera when prompted
2. The next page will take you to Judge Weir’s “Personal Room” Click on the round red icon the looks like a microphone until it is green. This unmutes your device. Click the red round icon that looks like a camera until it is green in order to unlock the camera. Then click join.
3. After joining, you will be taken to the waiting room. You will be invited by Judge Weir to hearing when your case is called.

Using the mobile app to connect to the hearing does require connection to the internet.

 **(B) Computer**

The following are step-by-step instructions on how to join your hearing via the Cisco Webex Meetings website. If your computer does not have a microphone and/or camera, that feature will not be available for your use in the hearing.

1. Enter https://mocourts.webex.com/meet/mary.weir 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 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 will be taken to the waiting room. You will be invited by Judge Weir to the video hearing conference when your case is called.