

General Information

Division 7 currently uses Cisco's WebEx platform to host its Civil and Domestic dockets. Each person must log into Division 7's Chambers' "Personal Room" on WebEx to join the docket. 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. The Court will be hearing multiple cases, so please expect to wait patiently in the waiting room until your case is called. If you're an attorney who is **FORMALLY** entered on the case, you **DO NOT** need to email or call the Division to alert the staff that you are in the virtual lobby, as the staff can see all parties that are waiting in the virtual lobby. If you're a **PRO SE PARTY** or an **ATTORNEY APPEARING FOR ANOTHER ATTORNEY**, please **EMAIL** the Division to alert the staff that you are in the virtual lobby. You will be admitted when the Judge calls your case.

How to Connect to Division 7 Chambers' "Personal Room"

Parties will be able to access the personal room by (A) casenet.com, (B) computer, (C) mobile app, or (D) calling the toll-free WebEx number.

(A) Casenet.com

1. Go to www.court.mo.gov
2. Click "Search for a Case"
3. Click "Case Number Search"
4. Enter your case number in the "Case Number" box
5. Click "Find"
6. Click the yellow "Scheduled Hearings & Trials" tab
7. In the "Location" box you will find Division 7's "Virtual Hearing Room" Link
8. Enter your full name and email address
9. Click "Join as a Guest"
10. Click the green "Join Meeting" button
11. **MUTE** your microphone by clicking the microphone icon until it is red.
12. **TURN ON** your camera by clicking the camera icon.

(B) Computer

1. Copy and paste the following link into the search bar
<https://mocourts.webex.com/meet/div7chambers>

(C) Mobile App

1. Download the free "WebEx Meetings" app
2. Accept the terms and conditions
3. Click the black "Join Meeting" button.
4. Enter <https://mocourts.webex.com/meet/div7chambers> in the "Meeting Number or URL" box.
5. Enter your full name and email address.
6. Click "Join" on the top right corner of your screen.
7. Accept the request for the app to have access to your microphone and camera.
8. **MUTE** your microphone by clicking the microphone icon until it is red.
9. **TURN ON** your camera by clicking the camera icon.

(D) Calling In

1. Call **844-487-0491**
2. Access Code: **146 323 2149#**
3. Once directed, press # again and wait to be admitted into the meeting room.

**Please contact Division 7 at 816-881-3607 or div7.cir16@courts.mo.gov if you have any questions. **