**General WebEx Information**

This Court is now using Cisco’s WebEx platform as a means to host some dockets. You will need a computer, tablet, or cell phone and an internet or Wi-Fi connection. Please access the virtual room at least 5 minutes before your hearing. Instructions on how to access Division 25’s Personal Room are below.

**You will be placed in a virtual waiting room until the Host admits you into the virtual courtroom. Please be patient as there may be multiple cases scheduled at the same time as your case. If you get disconnected, please try again.**

**Connecting to Division 25’s Personal Room via WebEx**

There are two different ways to access Division 25’s Personal Room: mobile app or computer. Please review each method before determining which works best for you. **Please accept use of your microphone and speakers when prompted during the sign-in process.**

**(A) Mobile App**   **(B) Computer**

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| 1. Download the free “Cisco WebEx Meetings” app from your app store and open the app.
2. Click on green button: “Join Meeting”.
3. Enter: [**https://mocourts.webex.com/meet/div25chambers**](https://mocourts.webex.com/meet/div25chambers)in the “Meeting Number or URL” space.
4. You will be asked to enter your name and email address. **Please use your full name (no nicknames) so the Court can identify you**. Click “Join.”
5. You will then be taken to a “preview page” titled “Jackson County Division 25’s Personal Room.” Click Join.
6. The next page will take you to “Jackson County Division 25’s Personal Room.” This is the virtual waiting room. There are several other cases, so please be patient. You will be allowed into the virtual courtroom when your case is called.
7. NOTE: If the microphone and/or camera icons are green, then you can be heard and/or seen. If the microphone and/or camera icons are red with a red line through them, then you cannot be heard or seen.

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. Type in your internet browser bar: [**https://mocourts.webex.com/meet/div25chambers**](https://mocourts.webex.com/meet/div25chambers)
2. You will be asked to enter your name and email address. **Please use your full name (no nicknames) so the Court can identify you**. 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 titled “Jackson County Division 25’s Personal Room.” Click “Join Meeting”.
5. The next page will take you to “Jackson County Division 25’s Personal Room.” This is the virtual waiting room. There are several other cases, so please be patient. You will be allowed into the virtual courtroom when your case is called.
6. NOTE: If the microphone and/or camera icons are green, then you can be heard and/or seen. If the microphone and/or camera icons are red with a red line through them, then you cannot be heard or seen.
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