

Instructions for How to Attend a Video Court Hearing

This page will explain how to attend a live video court hearing using Microsoft Teams. Please note that you are NOT required to purchase any software or create any account in order to attend a video court hearing using Teams.

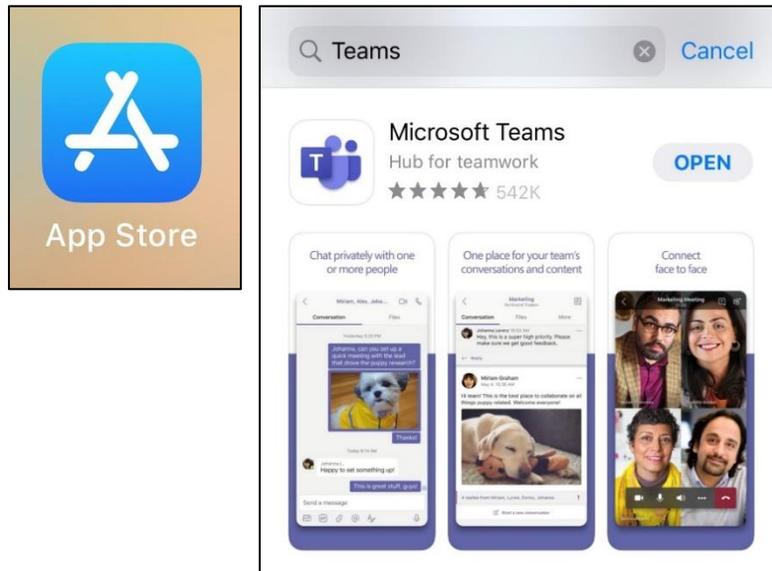
There are two primary ways to attend a video court session: (1) from a smart phone using the Teams app (this is a free app you will have to download), or (2) using a computer that has a webcam and microphone (most webcams have built-in mic).

****Please note, court appropriate attire is require during your virtual hearing****

HOW TO ATTEND VIDEO COURT FROM A SMART PHONE:

1. From your smartphone, go to the App Store, download the Microsoft Teams app. You do not need to create an account.

iPhone:



Android:



2. Click one of the links below to access the appropriate court docket:

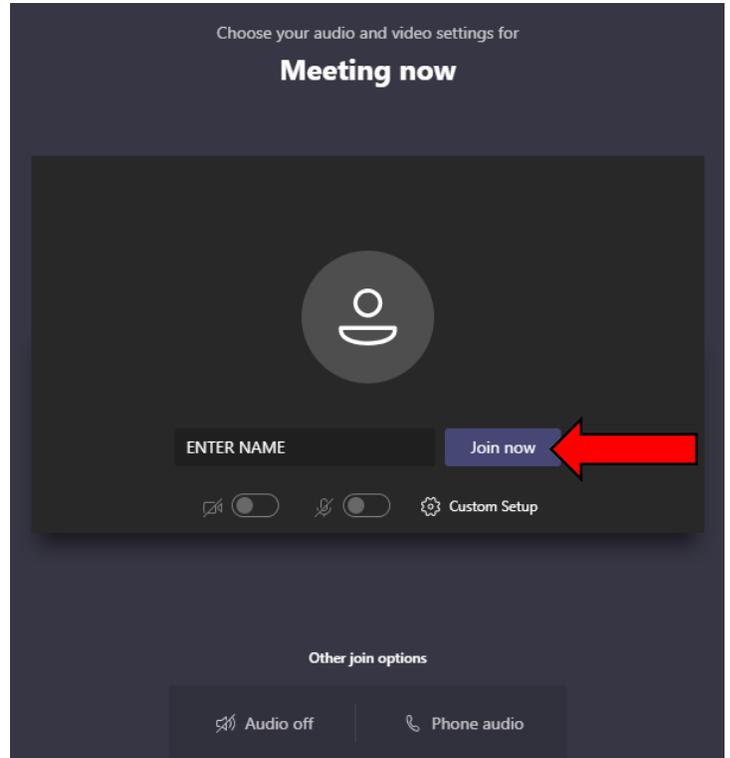
Click here for [Criminal Virtual Docket](#)

This will open the Microsoft Teams app.

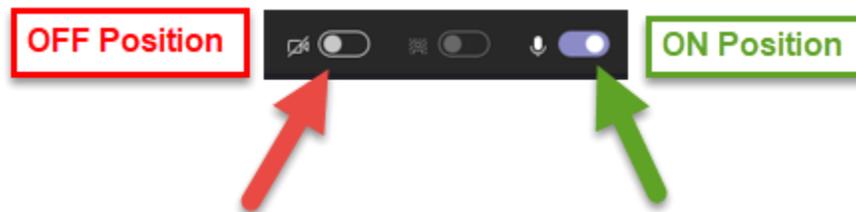
3. Click JOIN NOW.

If you have an account click JOIN NOW

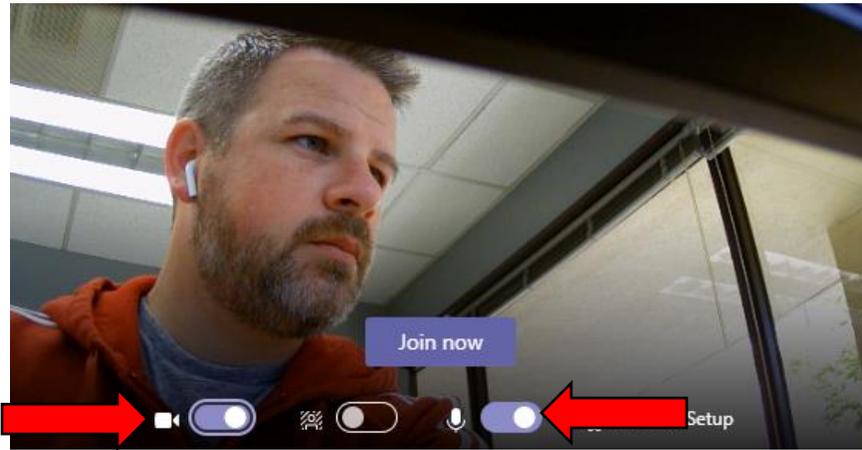
If you do not have an account, enter your name and click JOIN NOW



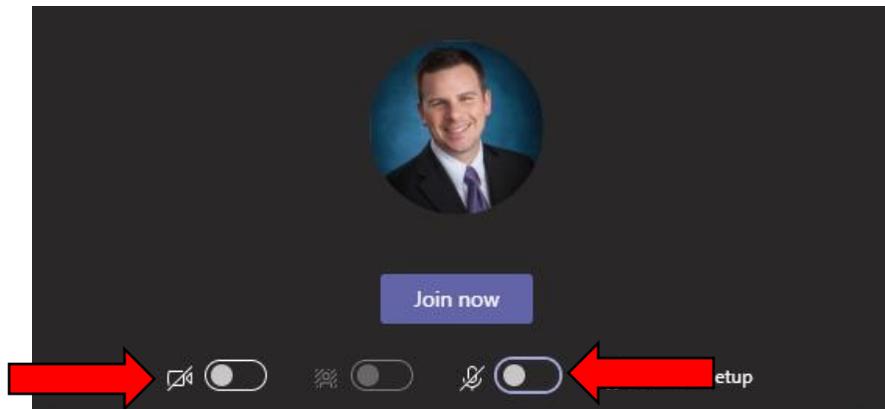
4. Make sure that BOTH your audio and video are turned ON.



YES: Video and Mic are ON



NO: Video and Mic are OFF



HOW TO ATTEND VIDEO COURT FROM A COMPUTER:

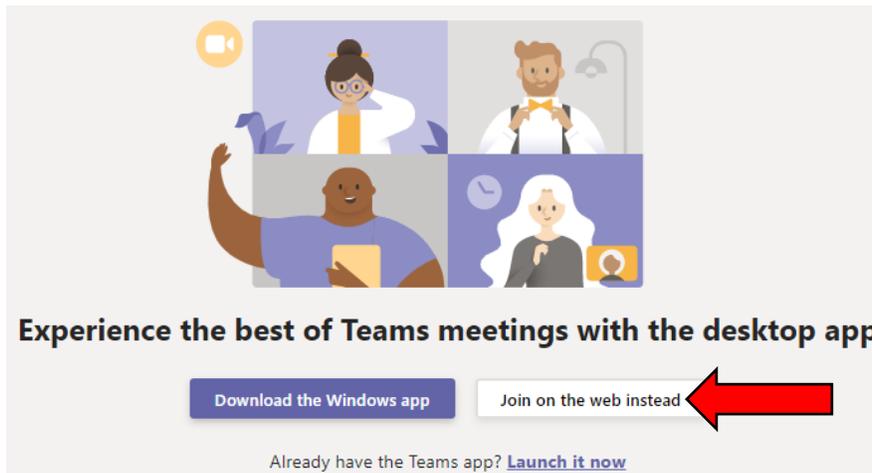
IMPORTANT To participate in a video hearing from a computer, your computer **MUST** have a webcam and microphone (most webcams have a built-in microphone).

You do **NOT** need to install any software on your computer. Microsoft Teams has a free app you can download (optional), or you can use the web version, which is also free.

1. Click one of the links below to access the appropriate court docket:

[Criminal Virtual Docket](#)

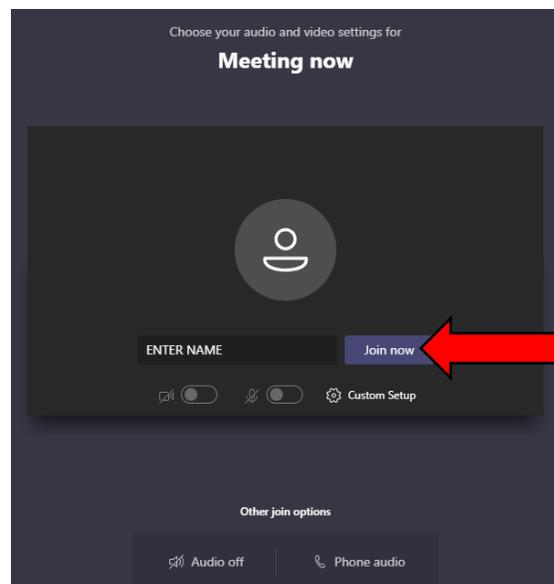
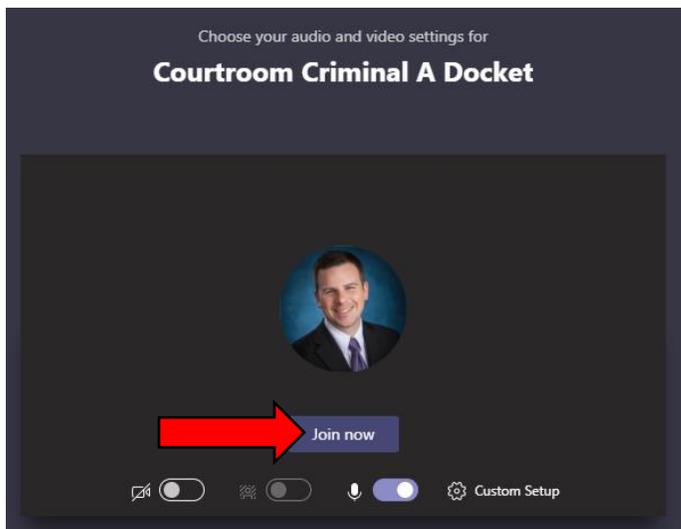
2. This will give you the option to use either the Microsoft Teams app or the web browser option. Click “Join on the web instead”



3. Click JOIN NOW.

If you have an account click JOIN NOW

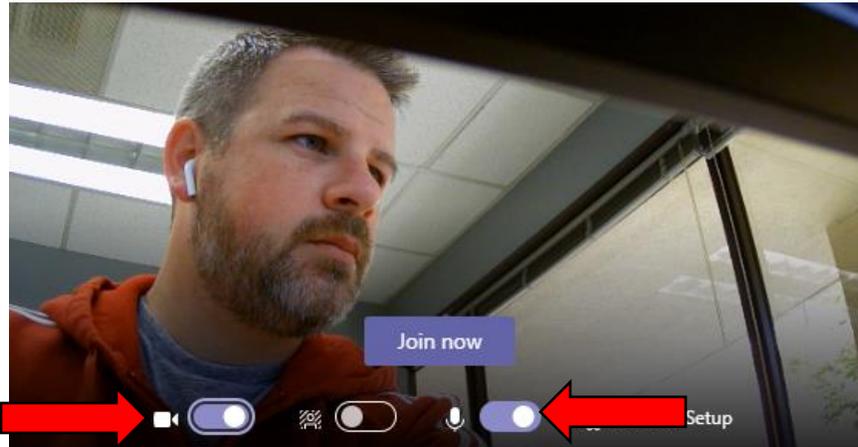
If you do not have an account, enter your name and click JOIN NOW



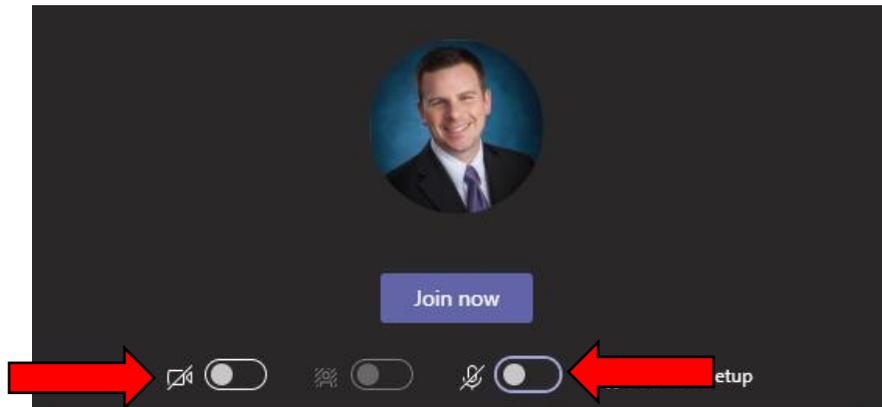
4. Make sure that BOTH your audio and video are turned ON.



YES: Video and Mic are ON



NO: Video and Mic are OFF



*****Please note that you may have to wait a while before the Judge adds you to the meeting. You will be waiting in the virtual “Lobby” until the judge adds you. The court hears one case at a time and multiple people may be scheduled for the same time slot. The Judge will add you to the meeting when it’s your turn.*****

In the event that you are unable to connect using the links in this document, contact the court immediately at (503) 526-2290 and let the court know you are having difficulties connecting to your video hearing. Provide the court with your phone number. The court may authorize you to appear for your hearing via phone.

IF YOU MUST ATTEND VIDEO COURT BY PHONE:

Ensure that the court has your phone number, they will call you when they are ready to hear your case.