



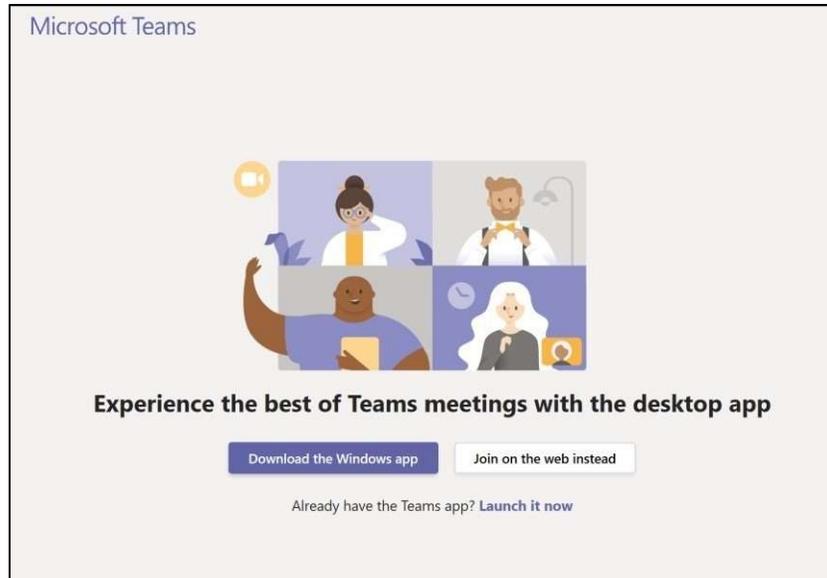
## How to Access the 10<sup>th</sup> Circuit's Teams Virtual Courtrooms

### From a Computer:

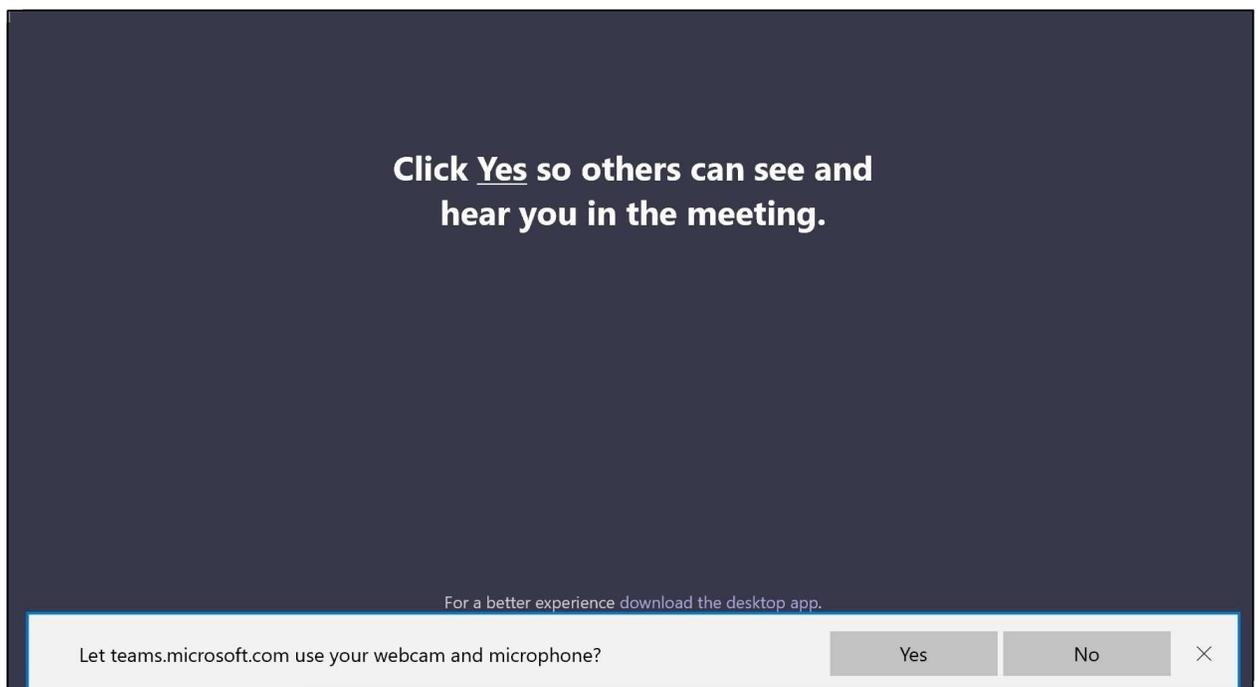
1. You will need a web camera and/or microphone and a reliable internet connection.
2. Select the link for the courtroom you wish to connect to that you should have been emailed. You may also find these posted on the 10th Judicial Circuit website. For this example, to enter the Main Courtroom, you would select the "Enter Virtual Courtroom Main" link. Please note that the below is a picture of what you may have been sent, not an actual link and the Conference ID has been edited out for privacy, you will see a phone number and a 9-digit code instead of the "EDITED" blocks.



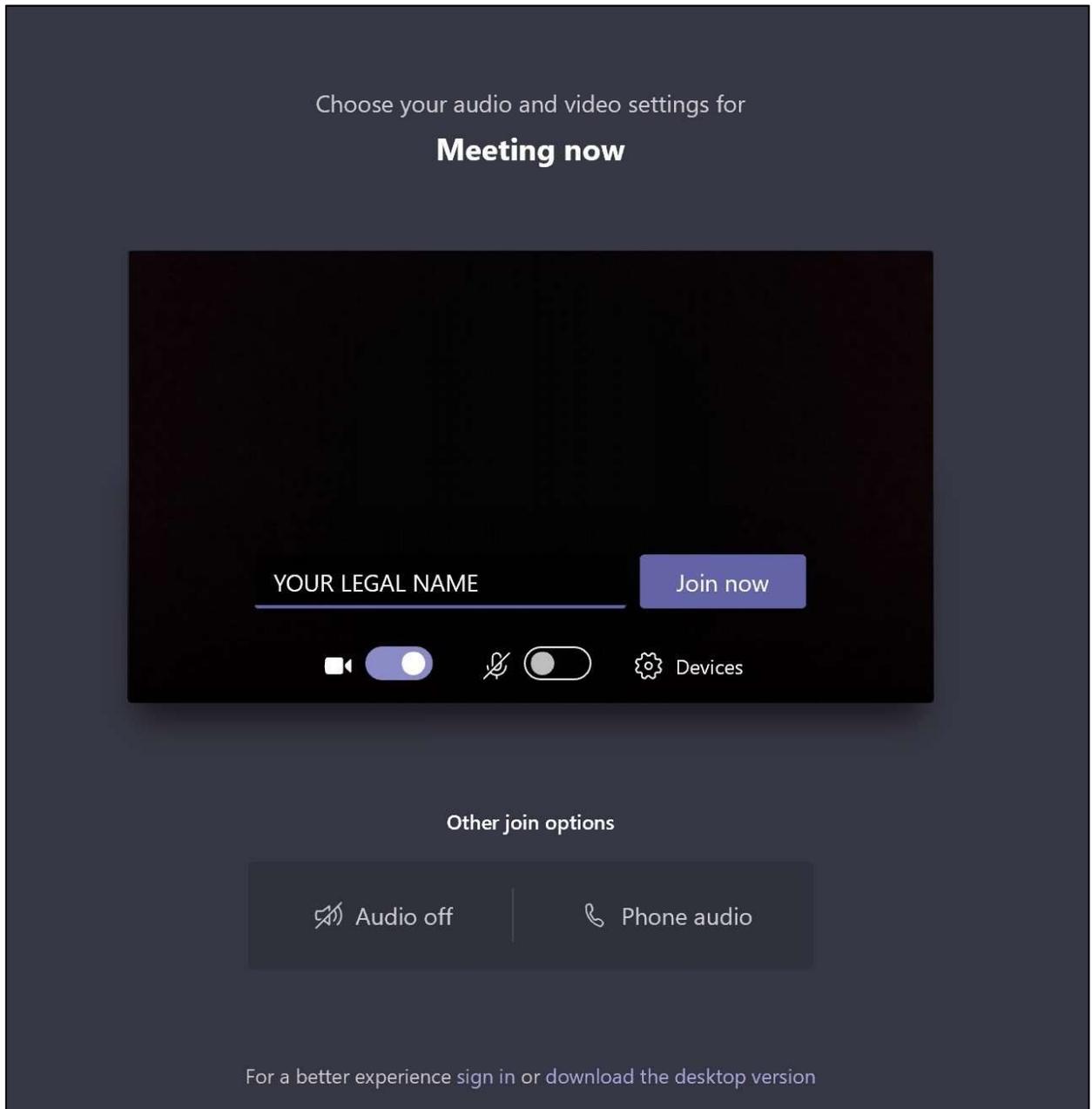
3. Here you will choose your method of connecting to the courtroom. You may download the Microsoft Teams application onto your device or continue using the web browser. Below is what that page should look like. We recommend using the browser at first for a faster experience, and if you encounter audio and/or video problems, it may help to download and install the application. For now, select "Join on the web instead" in your browser.



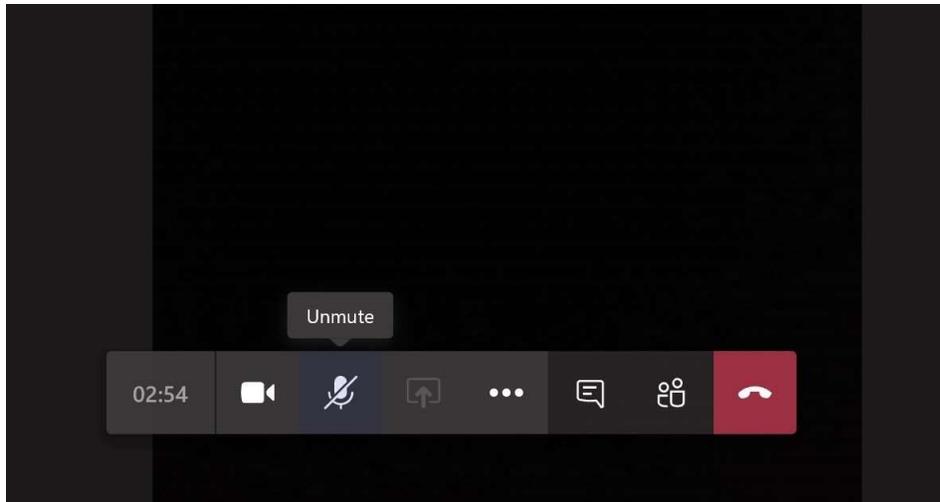
4. When you select "Join on the web instead" you may be prompted to allow Microsoft Teams (the application the 10<sup>th</sup> Judicial Circuit uses for virtual court) to use your camera and microphone. In order to fully utilize virtual court, we recommend selecting "Yes." This allows your browser to process your video and audio into the virtual courtroom so the Judge and you may see and hear each other. That page may look similar to the picture below. If you select "No" you will have to attend virtual court by phone.



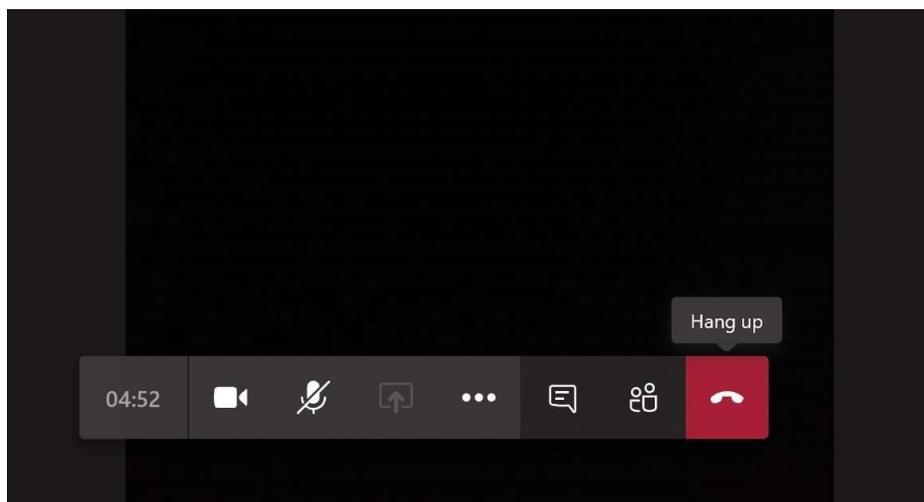
5. Once you select “Yes” you will now be prompted to enter in your name, select your audio and video settings, and then join the virtual courtroom. Please enter in your full legal name and enter the virtual courtroom with your video on and your audio **OFF**. Please keep your audio off until the Judge has called your name/case. Your settings prior to entering the virtual courtroom should look similar to the below picture. When ready, select “Join now” and you will enter in the virtual courtroom lobby. From there you will be granted access by the presiding judge or bailiff.



6. Once you are joined in the meeting, please patiently wait for the Judge to call your name and/or case. When in the courtroom, the settings bar at the bottom will auto hide but can be brought back up by moving your cursor. Hover over the microphone and select “Unmute” when the Judge has called your name. Please speak loudly and clearly for the record. If your internet connection is slow, you may experience some delay in audio and/or video.



7. When your case is finished and the Judge has dismissed you, select the “Hang up” button to leave the virtual courtroom. You may now close out of your browser.



**Via Smartphone and/or Tablet:**

1. Download the FREE Microsoft Teams app from the Apple Android App store. The logo is pictured to the right.

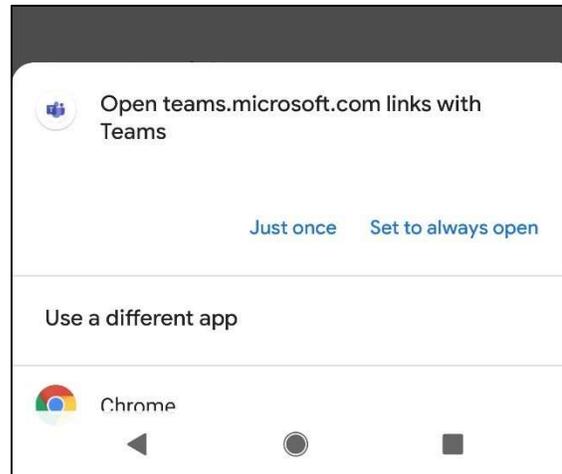


or

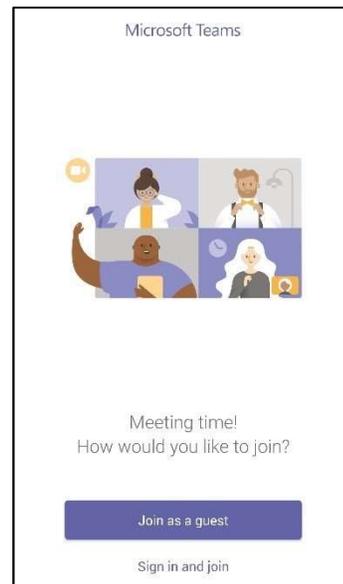
Please note this is a free third-party application provided by Microsoft, not the 10<sup>th</sup> Judicial Circuit.

2. Now select the virtual courtroom link you are trying to access.

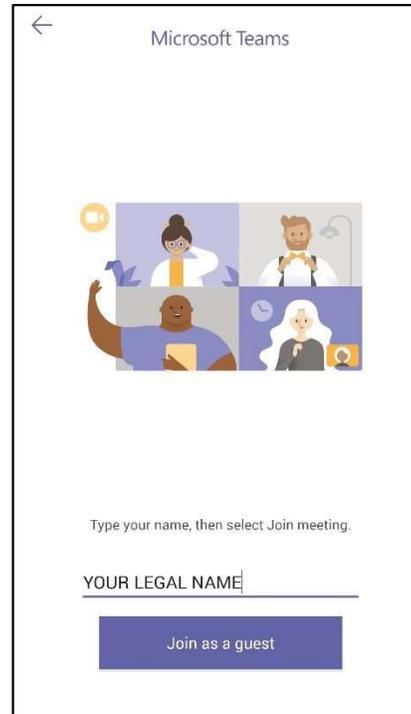
Your smartphone may ask you how to open the link. If you have installed Teams, please use the Teams app to open the virtual courtroom link. For example, to the right is what you may get if you are using an Android device, select “Just once” in this instance.



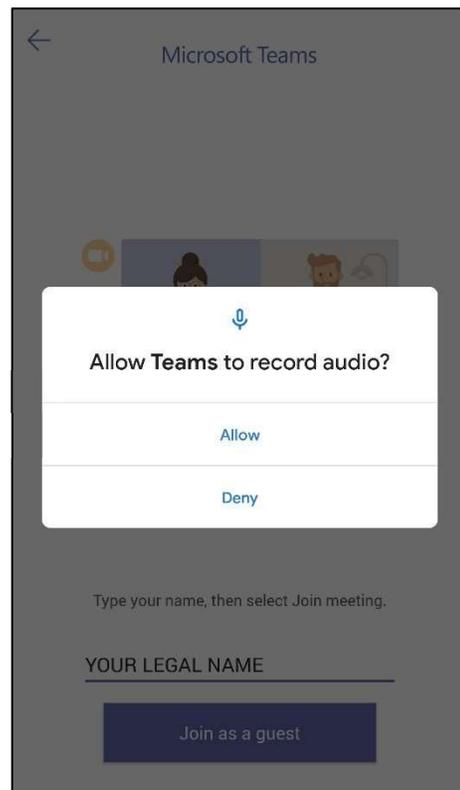
3. Now you should see this screen. Select the large purple button labeled “Join as a guest.”



4. Now enter in your full legal name and select the large purple “Join as a guest” button once more.



5. If you get this message requesting Teams access to record audio, please select “Allow” so the Judge can see and hear you.

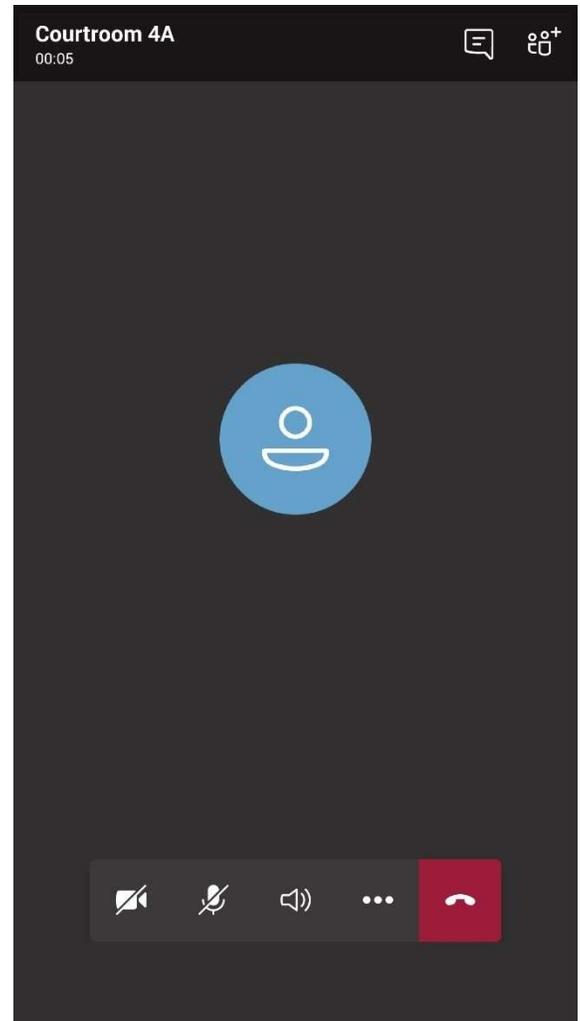


6. You will now join the virtual courtroom. Please **mute your device** when you enter the virtual courtroom by making sure your microphone button at the bottom is set to MUTE. If it is not, please press it one time to mute it, (see example for what the MUTE option should look like, please note the cross through the speaker).

Same can be done for your camera as shown in the example. When the Judge calls your name and/or case number, be sure to unmute by pressing the speaker button again.

7. When you are finished and dismissed, you may exit the virtual courtroom by selecting the red button at the end of the menu bar at the bottom.

If at any time you cannot locate the bottom menu bar, please tap your device on the screen and it should reappear.



## Via Phone:

\*\*Attorneys and self-represented litigants are to provide the presiding judge's office a list of virtual court participants attending by phone in advance which includes their names and telephone numbers they're calling from.

1. If you are accessing virtual court by telephone call only, please dial the number provided to you. This is a Microsoft Teams number that will transfer you to the appropriate courtroom by entering in your Conference ID# provided.
2. At the prompt, enter in your 9-digit Conference ID number followed by the pound symbol (#).
3. When you press the pound symbol, it will announce that you are joining and will alert the parties already on the call of you joining with a small "ding" sound, there is no need to announce yourself. Please **mute** or remain quiet until your name and/or case is called.
4. When finished, you may hang up the call.

## FAQ-Frequently Asked Questions

- Do I have to pay for MS Teams to attend virtual court? **NO**. The 10<sup>th</sup> Circuit will host the virtual court session via Teams, and you will use a guest account.
- What hardware do I need? Internet Connected Computer, Webcam, Mic & Speakers or a Smartphone or Tablet. Make sure that your microphone and webcam are working prior to connecting to a virtual court proceeding. Turn your volume up as well.
- Do I have to purchase the app for my mobile device? The MS Teams App is a free download from the App Store. You do need this for mobile devices.
- Do I have to pay for a Microsoft account? **NO**. You simply login as a guest when connecting to the virtual courtroom.
- Do I need an active email account? **Yes**. The court will email you the video link that you will need in order to connect into the virtual courtroom.
- How do I connect? You will receive a Teams Meeting Link when being noticed for your court hearing. About 10mins prior to start time, go ahead and click on the link to be connected into the Teams Virtual Courtroom. You will initially connect to the virtual lobby. Please wait there until you're granted access into the actual virtual courtroom where you will be addressed by the presiding Judge.
- What do I do if I have a technical issue during virtual court? Disconnect (hang up) and immediately reconnect. Same process as the first time you connected. Click the link in your email. Also make sure you're in an area where your internet or cellphone signal is reliable.

## Virtual Court Etiquette

The courtroom, whether a physical in-person courtroom, or a virtual courtroom using telephone or video technology, remains a formal and serious setting where matters involving real people and real lives are heard. Every case is important, and all participants are asked to maintain court decorum in the virtual world, just as they would in person.

The Tenth Judicial Circuit asks all individuals participating in Virtual Court proceedings to continue to observe the following well-established rules of court decorum:

- 1) Arrive on Time and Follow Virtual Platform Directions** To minimize distractions during the court proceeding, log in a few minutes before the scheduled start time and follow the Teams Virtual Court directions provided by your presiding judge and/or their staff. Identify yourself when in the virtual meeting with your real name, and if you are appearing by phone, please disclose your identity immediately upon inquiry.
  
- 2) Dress Appropriately for Court** Business attire is always appropriate for court; sweatshirts, gym clothes, Hawaiian shirts, concert t-shirts, sports team jerseys and pajamas are never appropriate. Attorneys: while we understand you must juggle multiple roles while working from home, business casual (example, collared shirt with or without a tie or jacket for either gender) should be your minimum.
  
- 3) Eliminate Distractions** Participating in Virtual Court proceedings often means working from home. Please try to locate a quiet area and minimize interruptions by others in the home. While we agree that your children and pets are adorable, their presence in the virtual courtroom distracts you, the Court, and other participants from the subject matter of the hearing. We recognize in the close quarters of the safer at home order that hermit-like quiet is not available to everyone, but please minimize distractions as much as possible.
  
- 4) Do Not Speak Out of Turn or Interfere in Testimony** Just like an in-person court setting, the presiding judge will indicate when it's your turn to be heard. In order to prevent any accidental audio distractions, please mute your audio setting until it is your turn to speak. If another person is testifying, you may not suggest answers, make gestures, or otherwise coach a witness or a party from off camera.
  
- 5) Be Courteous and Respectful to all Virtual Court Participants** Use good manners; ensure that your physical and facial expressions are appropriate and uphold the dignity of a court setting. Ensure your language upholds the dignity of a court setting – no profanity.
  
- 6) Do Not Bring Food to the Virtual Courtroom** This includes chewing gum. Coffee is fine, we all need coffee.
  
- 7) Do not Use Tobacco or Vaping Products in the Virtual Courtroom**
  
- 8) Sit Up Straight** Show the same courtesy the Court is showing you. Do not prop your feet up on a table or chair.