

The Family Law Department is currently holding remote hearings on the record through **WebEx Video Conference**. You can connect to WebEx either through the internet or by phone.

**Internet:** To join a WebEx hearing through the internet, participants need to access WebEx by installing the program on their laptop or personal device, or by accessing WebEx through the WebEx website. At the time of your hearing, connect through the Meeting URL, and then enter the nine digit Meeting Code. The Meeting URL and Meeting Code may be found in the “Notice of Hearing” printed on the Motion you received in the mail.

**Phone:** If you are unable to connect to WebEx through the internet, you may also connect by telephone. At the time of your hearing, call 1-408-418-9388, then when prompted enter the nine digit Meeting Code. The Meeting Code may be found in the “Notice of Hearing” printed on the Motion you received in the mail.

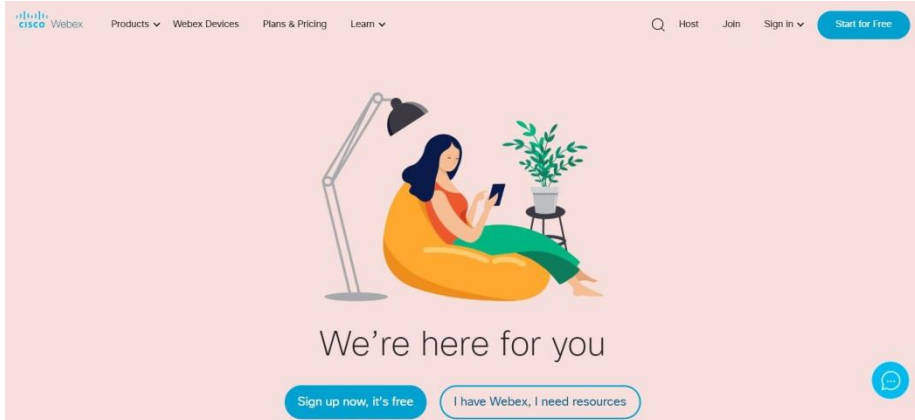
Please keep in mind that when you connect to WebEx, everyone already connected can hear you. If another hearing is taking place, please wait patiently until the court calls your hearing, just as if you were attending court in person.

Before your hearing, carefully review the Motion you received in the mail. Please put any objections in writing and either fax or email them to the attorney handling your case at least **two days before** the hearing. Additionally, if you have documents such as pay stubs, tax returns, day care costs, etc., that you would like to present to the Judge hearing your case, please also fax or email them to the attorney at least **two days before** the hearing. The contact information for the attorney handling your case is on the top of the front page of the Motion. Once we receive any objections or documents from you, we will forward them to the Judge.

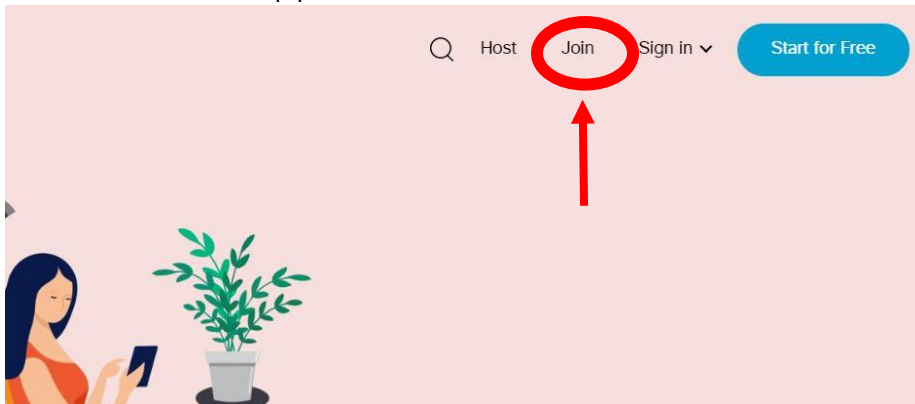
**Below are more detailed instructions on accessing WebEx through the internet, including pictures showing each step in the process.**

## Video Conferencing using WebEx from Laptop

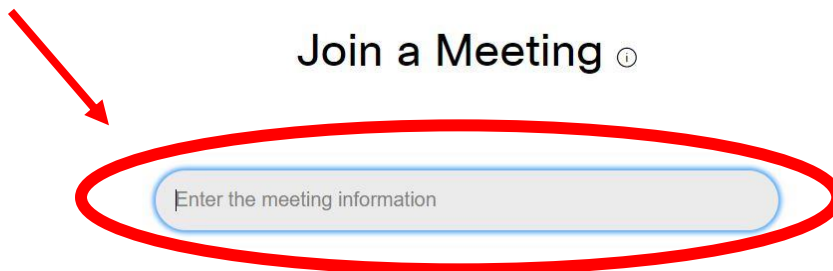
1. Using your internet browser, navigate to [www.webex.com](http://www.webex.com)



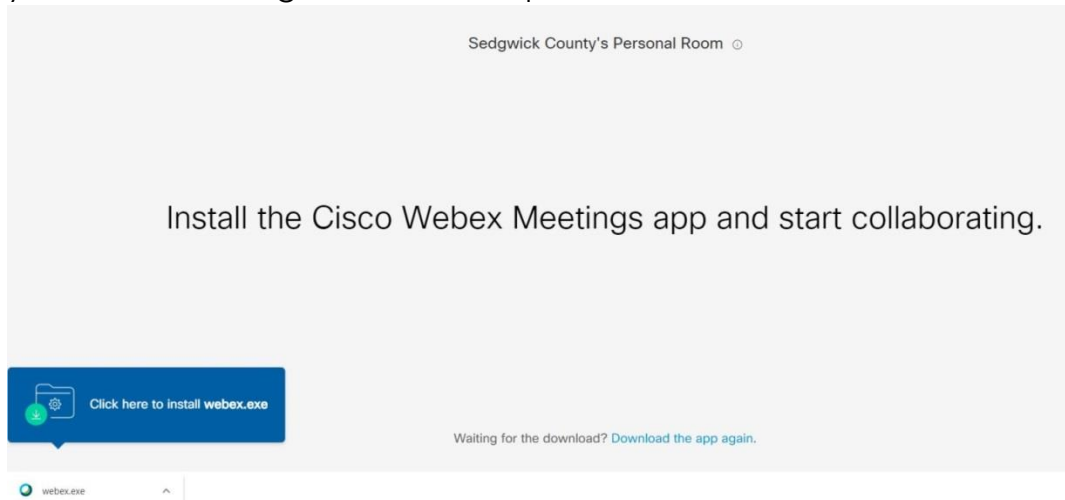
2. Click Join in the upper left corner of the screen:



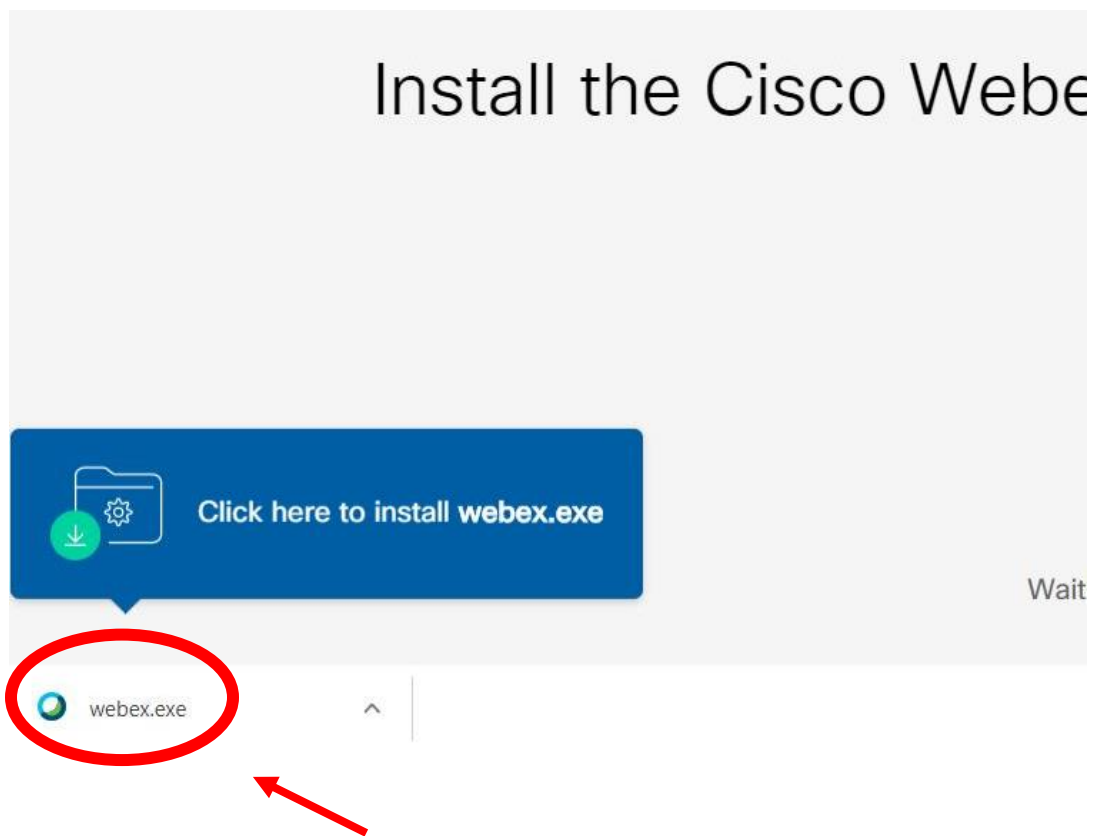
3. Enter the specific judge's 9 digit code:



4. The screen below will appear, prompting you to download Webex if this is your first time using it on that computer:



5. Click on the install button at the bottom of the screen:



6. After the app is installed enter your name in the first box and e-mail in the second box. Click next:

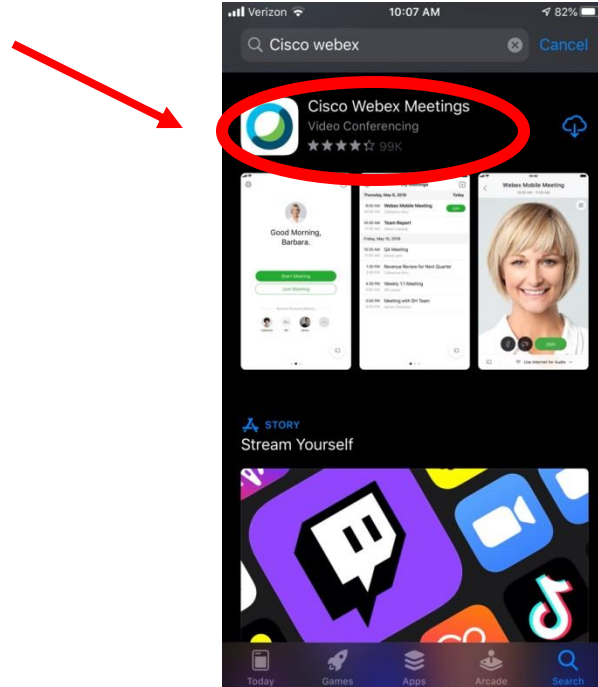
The screenshot shows the 'Enter your information' screen in the Cisco Webex Meetings application. The window title is 'Cisco Webex Meetings' and the room name is 'Sedgwick County's Personal Room'. The form contains two input fields: 'Name' and 'Email Address'. Below the fields is a blue 'Next' button. At the bottom, there is a link for 'Sign in' and three social media icons (Google, Microsoft, Facebook). Red circles and an arrow highlight the input fields and the 'Next' button.

7. The screen below will appear. Adjust the camera as desired and click join meeting. The Camera and microphone icons should both be a dark grey color indicating that you are sharing your video and audio. If you need to mute yourself, click the microphone icon until it is red.

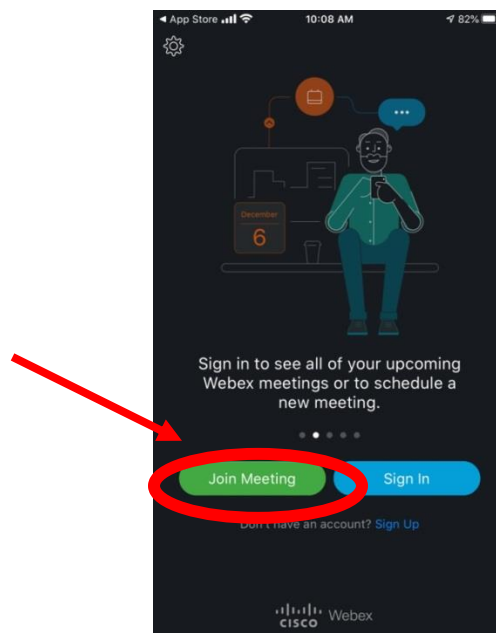
The screenshot shows the 'Join Meeting' screen in the Cisco Webex Meetings application. The window title is 'Cisco Webex Meetings' and the room name is 'Sedgwick County's Personal Room'. The screen features a large circular icon with the letter 'L' in the center. Below the icon are three buttons: a microphone icon, a camera icon, and a green 'Join Meeting' button. At the bottom, there are three status indicators: 'Use video system', 'Use computer for audio', and 'Realtek High Definition A...'.

## Video Conferencing using WebEx from Smartphone

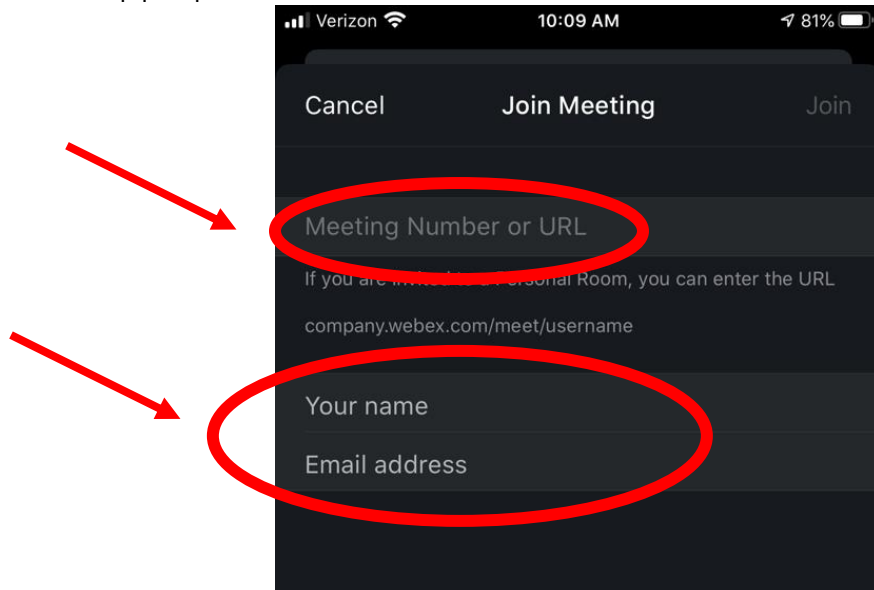
1. Download Cisco Webex from App Store (Note: these instructions were written for Android phones, Apple phones have their own store):



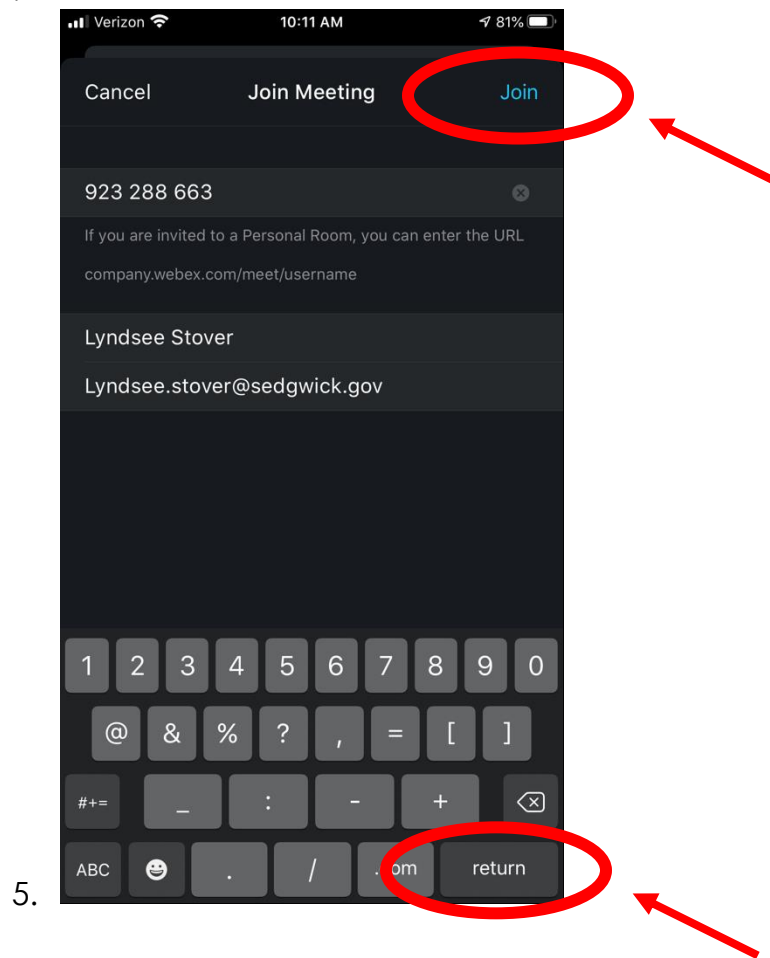
2. After App has downloaded. Click join meeting:



3. Enter the specific judge's nine digit code, your name and e-mail address in the appropriate fields:

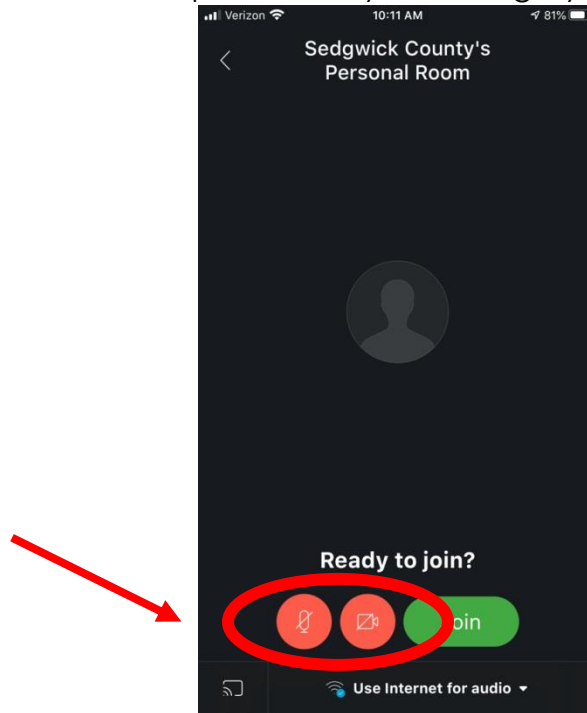


4. Click join or return:



- 5.

6. If the microphone and camera icons are red, click on them to turn on your camera and microphone, they will turn grey when they are on:



7. Once your camera and microphone are turned on, click join. If you need to mute your microphone, click once to turn it red again:

