



## HOW TO JOIN YOUR REMOTE VIDEO HEARING AND INCLUDE WITNESSES

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### Joining Your Remote Video Hearing Using any of the Following Options:

Upon joining your hearing using one of the two options below, you will be placed in a virtual meeting room. Please remain connected with the sound (audio) muted until addressed by the judge or court staff. Waiting times may vary due to court proceedings scheduled before yours that may be running longer than anticipated.

#### Option 1: Join using the emailed link the Phoenix Municipal Court provided you.


- A. Open the email you received from the Phoenix Municipal Court. You may need to check your spam or junk folder.
- B. Click JOIN MEETING at least 5 minutes before your scheduled hearing time.

**When it's time, join your Webex meeting here.**

Meeting number (access code): 177 487 9296

Meeting password: w9dSntKvq36

[Join meeting](#)



- C. Webex will then launch. If this is your first time using Webex, your browser may take a few minutes to install the program.
- D. You will be directed to a Login page. **Enter your first and last name and your email address.**
- E. Click **JOIN**.
- F. Connect to Webex audio by one of the following methods:
  - Method 1:** If you have a good quality headset and/or microphone connected to your computer, choose **"Use computer for audio."**
  - Method 2:** If you want to use your phone for audio, choose **"Call me at"** and enter your phone number. Webex will then call you and when you answer, you will be instructed to press 1 to connect your phone to the Webex audio.
- G. Click **JOIN MEETING**

#### Option 2: Join by logging into Cisco Webex through your web browser (meeting ID number and password needed).

- A. Go to [www.webex.com](http://www.webex.com).
- B. Click **JOIN**.
- C. Enter the **MEETING ID** number the Phoenix Municipal Court provided.

- D. Click **JOIN MEETING**.
- E. Enter the **MEETING PASSWORD** the Phoenix Municipal Court provided.
- F. Click **OK**.
- G. You will be directed to a Login page. **Enter your first and last name and your email address.**
- H. Connect to Webex audio by one of the following methods:
  - Method 1:** If you have a good quality headset and/or microphone connected to your computer, choose **“Use computer for audio.”**
  - Method 2:** If you want to use your phone for audio, choose **“Call me at”** and enter your phone number. Webex will then call you and when you answer, you will be instructed to press 1 to connect your phone to the Webex audio.
- I. Click **JOIN MEETING**.

**Option 3: Joining by your Smart Phone (cell).**

- A. Go to your cell phone **Applications Store (iPhone), Google Play (Android), Galaxy Store (Samsung) or equivalent.**
- B. Download the WebEx application.
- C. Open the WebEx application.
- D. Enter the **MEETING ID** number the Phoenix Municipal Court provided.
- E. Click **JOIN MEETING**.
- F. Enter the **MEETING PASSWORD** the Phoenix Municipal Court provided.
- G. Click **OK**.
- H. You will be directed to a Login page. **Enter your first and last name and your email address.**
- I. Connect to Webex audio:
  - a. You will automatically be connected to audio.
  - b. If you want to change your audio connection, click on the button at the bottom of your screen containing three dots and **“Change Audio Connection”** to choose Call Me or Call In.
- J. Click **JOIN MEETING**.

## **Including a Witness at Your Remote Video Hearing:**

If you have a witness(es) that you want to testify during your hearing, you are responsible to forward to each witness the remote video hearing email that the Court sent you. That email will have the meeting number and password the witness will need.

1. Open the email that you received from the Court explaining how to participate in your remote video hearing.
2. Forward the email to each witness that you expect to testify during your hearing.
3. Have each witness join the hearing by following the instructions either in Options 1 or 2 above.

If a witness is not available to appear on the scheduled hearing date and time, the witness can submit a written statement to the Court. The written statement must include the case number, be signed by the witness, and affirm the statement is true by containing language in the statement that **“I (witness name) affirm that this statement is true.”** If a witness is unable to participate by remote video hearing and is unable to provide a written statement, please contact the Court immediately to discuss possible options.