OAKLAND MUNICIPAL DIVISION

**Your court proceeding has been continued and will be held via Webex video conferencing on**

**May 10, 2021 at 9:00 a.m.**

You will need to provide the court with a current mailing address, phone number, and email address so the court can provide you with paperwork after the court proceeding if needed.

**How to Appear in Court Via Webex**

You will need to check in for your court proceeding between 8:45 AM – 9:00 AM by following the steps below.

1. Go to www.webex.com on a web browser or go to the Webex app on a smart telephone.
2. Click on Join a Meeting.
3. Enter the **Meeting ID: 123 230 9792**
4. Enter the **Password:**  **36xV7BKmwfZ**
5. **Enter your first and last name as it appears on your ticket/charge. This is very important to save time and help court run more smoothly.**

You will first be placed in the virtual waiting room so the court clerk can check you in. You will be in the waiting room until the case is called and it is your turn to see the Judge. Please be patient, and while you are waiting please read the Notice of Rights which has been mailed to you with this letter.

**If you do not have access to a smart phone or computer, you must contact the court by telephone before your court date to have your case placed on another court date.**

This IS an actual court proceeding. Your failure to pay prior to your court date or failure to appear in court at the time specified on this notice may result in a warrant being issued for your arrest. If you are unable to attend, you must contact the court prior to your court date to see if you are eligible for a continuance.

*You can receive reminders of your court date by registering for “Track your case” at* [*www.municourt.net*](http://www.municourt.net) *and following the instructions.*

**How to Join the Webex Meeting?**

Webex is a free service which you may access via smartphone or computer by going to <https://mocourts.webex.com>. Joining a call is simple but there are a few important steps and items we want you to know.

**✓ Smart phone users may need to download the app to view the court proceedings.**

▪ While the app may be needed to view the meeting on your smartphone, a Webex account is not needed in order to join the meeting.

**✓ You will need the Meeting ID from your notice to join.**

▪ We will also post the meeting notice on our website.

**✓ You need to sign in with your name as it appears on your ticket.**

▪ Attorneys may sign in using their own name, but we ask that you include your client’s name after yours. Example: John Doe - Jane Smith

**✓ When you join, you will be in a “Waiting Room” prior to the hearing.**

▪ Please be patient. You may not see or hear court proceedings until you have been checked in. Wait times can vary based on the number of people that have signed in before you.

**✓ We will be using Breakout Rooms.**

▪ This will allow us to transfer you to the appropriate individuals during or after your hearing. If you are transferred to a breakout room, please click “join now” when prompted and be patient as the person hosting that room will be with you as soon as he/she is done assisting others. If you are needing to meet with the Prosecutor, you need to advise the Judge when called upon. You will then be moved to the appropriate breakout room.

**✓ Other options to join.**

▪ If you do not have a smart phone or computer, you can join the court proceeding by phone. Simply dial 408-418-9388 or 844-487-0491 and enter the access code / meeting ID when prompted.

Finally, this IS an actual court hearing. We ask that you be courteous to all those attending and avoid having background noise or interruptions during the call.

**Tips for a Successful Webex Hearing**

1. Test your audio and video connection and setup prior to joining.

2. Dress appropriately.

3. Be mindful of what is behind you.

4. Participants should speak one at a time and pause prior to speaking in case there is any audio/video lag.

5. Participants should mute themselves when not speaking in order to avoid any potential background noise.

**Still Not Sure How to Use Webex?**

Check out their website, www.webex.com, for additional information and tutorials.