

18th J.D. WebEx Instructions for Court Hearing Participants

WebEx allows for video conferencing for Meetings and Court Hearings. All participants can appear through video conferencing in a virtual meeting room. If a party does not have video capability, they can call/be called into the “meeting room” by phone. **All court hearings will be on the record.**

Joining the Virtual Courtroom (2 methods):

- (1) Join via web, or
- (2) Join via phone

Instructions for Joining the Virtual Courtroom

(1) Join via Web (from a cell phone or a computer)

- First you will need to download Cisco WebEx (for free) onto your cell phone or computer (*see page 3 for instructions for smart phones, and page 4 for computers*).
- To join the web conference, you need three pieces of information:
 - Which Judicial Officer/Division is hosting the hearing,
 - Judicial Officer’s Web link (*see page 2*), and
 - Judicial Officer’s Meeting Number/ Access Code (*see page 2*)

(2) Join via Phone

- Participant calls in
For this you need three pieces of information:
 - Which Judicial Officer/Division is hosting the hearing,
 - WebEx “join by phone” #: 720-650-7664 **OR** 1-415-655-0001
 - Judicial Officer’s Meeting Number/Access Code (*see page 2*)

or

- The Court calls the participant
 - The Court will call a participant at a specified time.
 - The participant or counsel will need to provide the court with a working phone number prior to the court hearing.
 - The participant must be available to participate when the Court calls.

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18th Judicial Arapahoe County Court Criminal WebEx Virtual Courtroom "Hosts"

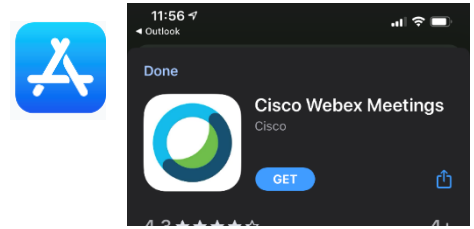
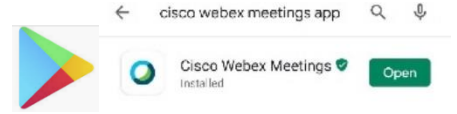
720-650-7664

Judicial Officer	Div.	Meeting Nmbr / Access Code	Judicial Officer's Web Link
Magistrate Ferro	101	920 441 599 #	https://judicial.webex.com/meet/richard.ferro
Judge Williford	301	920-949-265 #	https://judicial.webex.com/meet/joshua.williford
Judge LaFave	302		-
Judge Rowles-Stokes	304	921 859 666 #	https://judicial.webex.com/meet/cheryl.rowles-stokes
Judge Toussaint	306	927 831 127 #	https://judicial.webex.com/meet/don.toussaint
Judge Contiguglia	401	927 879 705 #	https://judicial.webex.com/meet/chantel.contiguglia
Judge Roche	404	923 899 276 #	https://judicial.webex.com/meet/michael.roche
Judge Clark	405	927 570 278 #	https://judicial.webex.com/meet/colleen.clark

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Cisco WebEx Meetings for Smart Phones

1. On your I-Phone or Android, go to the app store:
2. Search for Cisco WebEx Meetings and download the app.



3. Find out which judicial officer is hosting the hearing, then look up that judicial officer's link and meeting number (see page 2).

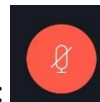
18th Judicial Arapahoe DR Bench
WebEx Meeting "Hosts"

Judicial Officer	Div.	Meeting Nbr / Access Code	Judicial Officer's Web Link
Judge Mares	11		https://judicial.webex.com/meet/cynthia_mares
Judge McLean	14		http://judicial.webex.com/meet/bonnie_mclean
Magistrate Apostoli	24		http://judicial.webex.com/meet/christina_apostoli
Magistrate Quinn	25		https://judicial.webex.com/meet/james_quinn
Magistrate Ryan	26		https://judicial.webex.com/meet/echo_ryan
Judge Michaelson	35		https://judicial.webex.com/meet/peter_michaelson

- **Using the Meeting Number/Access Code.** Open the WebEx Meeting app and click on the green "join meeting" button. You will be prompted to enter the meeting number, your name, and email address.
- **Using the Link.** Click the "Join Meeting" button.
 - It will then potentially try to open in your web browser. If it does, click on "open".
 - You will then be directed to the app where it will prompt you to enter your name and email.

4. The app will ask for permission to access your microphone and camera. Please hit "ok" for both and click "join" to officially connect to the meeting/court hearing.

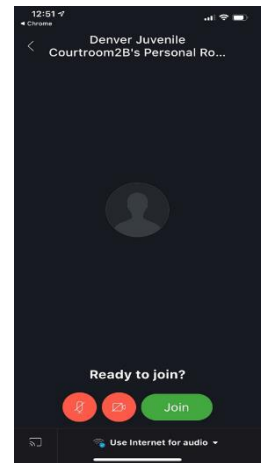
5. The red icon looking like this means the **microphone is OFF:**



6. The red icon looking like this means the **camera is OFF:**



7. If the above icons are grey, this means your microphone and video are active.

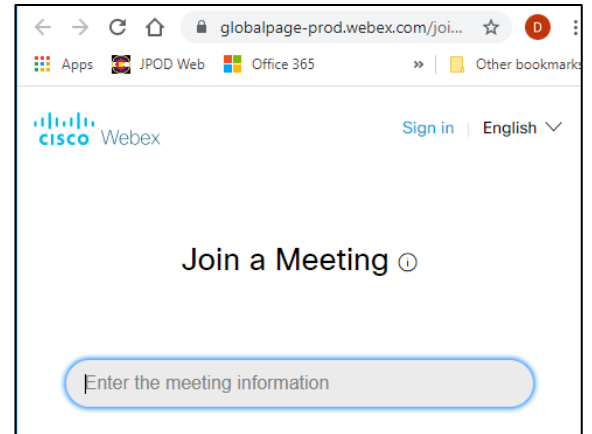


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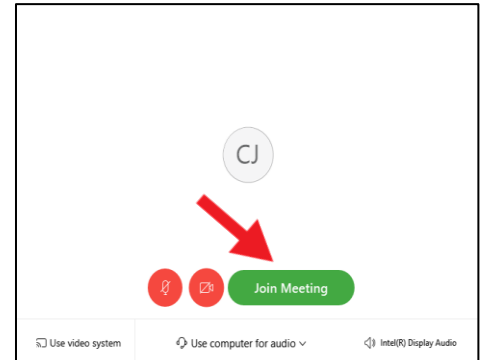
Cisco WebEx Meetings for Computers

1. In your computer browser, **click on the link** to go to the Cisco [Webex Join Meeting page](#). (Or you can **click on the link for the judicial officer** found on page 2).
2. Type in the Meeting Number/Access Code for the judicial officer who is hosting the hearing (see page 2).

18 th Judicial Arapahoe DR Bench WebEx Meeting "Hosts"			
Judicial Officer	Div.	Meeting Nbr / Access Code	Judicial Officer's Web Link
Judge Mares	11		https://judicial.webex.com/meet/cynthia.mares
Judge McLean	14		http://judicial.webex.com/meet/bonnie.mclean
Magistrate Apostoli	24		http://judicial.webex.com/meet/christina.apostoli
Magistrate Quinn	25		https://judicial.webex.com/meet/james.quinn
Magistrate Ryan	26		https://judicial.webex.com/meet/echo.ryan
Judge Michaelson	35		https://judicial.webex.com/meet/peter.michaelso



3. Let it open "Cisco WebEx Meetings", it might need to download if you have not previously used it. From there, you will be in the virtual courtroom of the judicial officer. You will not join the meeting until you click the green "Join Meeting" button.
4. If the microphone and video buttons are red, you are muted and not on camera.
5. If you click on the red buttons they will turn gray and you will then be unmuted and on video.
6. Click the green "Join Meeting" button when you are ready.



To help ensure that the virtual/phone conference meeting can be most effective and successful for all participants, here are some helpful hints to follow:

- #1. **Please mute your phone/computer audio while not speaking.** You should only unmute when you want to speak. This helps greatly in reducing background noise.
- #2. Please state your name before speaking. Or wait to be called on by the Meeting Host. The meeting/discussion will run most efficiently if one person speaks at a time.