

## 1<sup>st</sup> 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 6 for instructions for smart phones, and page 7 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 pages 2 to 5*), and
  - Judicial Officer’s Meeting Number/ Access Code (*see pages 2 to 5*)

#### **(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 pages 2 to 5*)

**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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<b>1<sup>st</sup> Judicial Jefferson District Court Bench WebEx Meeting “Hosts”</b>			
<b>Judicial Officer</b>	<b>Div.</b>	<b>Meeting Nmbr / Access Code</b>	<b>Judicial Officer’s Web Link</b>
JUDGE OEFFLER	1	929 865 108	<a href="https://judicial.webex.com/meet/Lily.Oeffler">https://judicial.webex.com/meet/Lily.Oeffler</a>
JUDGE CARRITHERS	2	929 968 639	<a href="https://judicial.webex.com/meet/Jason.Carrithers">https://judicial.webex.com/meet/Jason.Carrithers</a>
JUDGE PILKINGTON	3	923 323 325	<a href="https://judicial.webex.com/meet/D01_Div3">https://judicial.webex.com/meet/D01_Div3</a>
JUDGE RUSSELL	4	922 792 025	<a href="https://judicial.webex.com/meet/Tamara.Russell">https://judicial.webex.com/meet/Tamara.Russell</a>
JUDGE LOCHARY	5	928 875 684	<a href="https://judicial.webex.com/meet/Robert.Lochary">https://judicial.webex.com/meet/Robert.Lochary</a>
JUDGE ZENISEK	6	926 582 107	<a href="https://judicial.webex.com/meet/Christopher.Zenisek">https://judicial.webex.com/meet/Christopher.Zenisek</a>
JUDGE TIGHE	7	920 679 619	<a href="https://judicial.webex.com/meet/Laura.Tighe">https://judicial.webex.com/meet/Laura.Tighe</a>
JUDGE KLEIN	8	923 127 870	<a href="https://judicial.webex.com/meet/1stJDDivision8">https://judicial.webex.com/meet/1stJDDivision8</a>
JUDGE ARP	9	924 818 977	<a href="https://judicial.webex.com/meet/Randall.Arp">https://judicial.webex.com/meet/Randall.Arp</a>
JUDGE MEINSTER	10	926 961 413	<a href="https://judicial.webex.com/meet/Ann.Meinster">https://judicial.webex.com/meet/Ann.Meinster</a>
JUDGE VRIESMAN	11	920 639 466	<a href="https://judicial.webex.com/meet/JudgeVriesman">https://judicial.webex.com/meet/JudgeVriesman</a>
JUDGE MCNULTY	12	925 475 453	<a href="https://judicial.webex.com/meet/Philip.McNulty">https://judicial.webex.com/meet/Philip.McNulty</a>
JUDGE HUNT	14	928 614 307	<a href="https://judicial.webex.com/meet/Diego.Hunt">https://judicial.webex.com/meet/Diego.Hunt</a>
JUDGE VANGILDER	15	496 514 585	<a href="https://judicial.webex.com/meet/Judge.VanGilder">https://judicial.webex.com/meet/Judge.VanGilder</a>

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<b>1<sup>st</sup> Judicial Jefferson County Court Bench WebEx Meeting “Hosts”</b>			
<b>Judicial Officer</b>	<b>Div.</b>	<b>Meeting Nmbr / Access Code</b>	<b>Judicial Officer’s Web Link</b>
JUDGE MAGID	A	925 654 692	<a href="https://judicial.webex.com/meet/Corinne.Magid">https://judicial.webex.com/meet/Corinne.Magid</a>
JUDGE MELTON	B	926 696 153	<a href="https://judicial.webex.com/meet/Jennifer.Melton">https://judicial.webex.com/meet/Jennifer.Melton</a>
JUDGE VANCE	C	927 444 382	<a href="https://judicial.webex.com/meet/Tom.Vance">https://judicial.webex.com/meet/Tom.Vance</a>
JUDGE SARGENT	D	922 252 292	<a href="https://judicial.webex.com/meet/Harold.Sargent">https://judicial.webex.com/meet/Harold.Sargent</a>
JUDGE CARPENTER	E	920 005 374	<a href="https://judicial.webex.com/meet/Verna.Carpenter">https://judicial.webex.com/meet/Verna.Carpenter</a>
JUDGE MOORE	F	923 151 837	<a href="https://judicial.webex.com/meet/KJ.Moore">https://judicial.webex.com/meet/KJ.Moore</a>
JUDGE RANDALL	G	920 101 530	<a href="https://judicial.webex.com/meet/Mark.Randall">https://judicial.webex.com/meet/Mark.Randall</a>
JUDGE GARRIDO	H	925 269 060	<a href="https://judicial.webex.com/meet/Sara.Garrido">https://judicial.webex.com/meet/Sara.Garrido</a>
JUDGE BURBACK	J	921 669 198	<a href="https://judicial.webex.com/meet/Bradley.Burback">https://judicial.webex.com/meet/Bradley.Burback</a>

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<b>1<sup>st</sup> Judicial District Magistrate Bench WebEx Meeting “Hosts”</b>			
<b>Judicial Officer</b>	<b>Div.</b>	<b>Meeting Nمبر / Access Code</b>	<b>Judicial Officer’s Web Link</b>
VACANT	L Probate		
MAGISTRATE SCHAEFER	O	921 566 399	<a href="https://judicial.webex.com/meet/Joel.Schaefer">https://judicial.webex.com/meet/Joel.Schaefer</a>
MAGISTRATE LOEWER	P	921 062 029	<a href="https://judicial.webex.com/meet/Ryan.Loewer">https://judicial.webex.com/meet/Ryan.Loewer</a>
MAGISTRATE ALLEN	Q	920 364 188	<a href="https://judicial.webex.com/meet/Bryce.Allen">https://judicial.webex.com/meet/Bryce.Allen</a>
MAGISTRATE TIMS	R	921 283 125	<a href="https://judicial.webex.com/meet/Marianne.Tims">https://judicial.webex.com/meet/Marianne.Tims</a>
MAGISTRATE FITZGERALD	S	920 720 983	<a href="https://judicial.webex.com/meet/Andrew.Fitzgerald">https://judicial.webex.com/meet/Andrew.Fitzgerald</a>
MAGISTRATE DE BOYES	T – Infractions & Small Claims	925 476 230	<a href="https://judicial.webex.com/meet/abbey.deboyes">https://judicial.webex.com/meet/abbey.deboyes</a>
MAGISTRATE ALABISO	U	929 435 017	<a href="https://judicial.webex.com/meet/Jamin.Alabiso">https://judicial.webex.com/meet/Jamin.Alabiso</a>
MAGISTRATE GOEKE	V	922 241 939	<a href="https://judicial.webex.com/meet/Judith.Goeke">https://judicial.webex.com/meet/Judith.Goeke</a>
DIVISION DENSON	Y	145 310 2929	<a href="https://judicial.webex.com/meet/Courtney.Denson">https://judicial.webex.com/meet/Courtney.Denson</a>

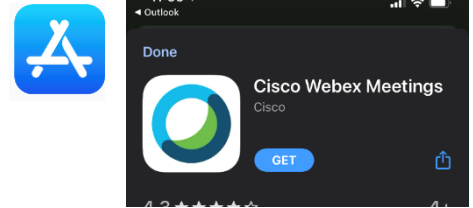
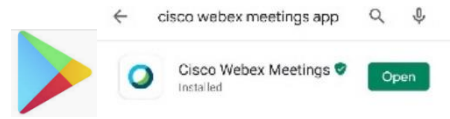
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1 <sup>st</sup> Judicial Gilpin District Court Bench WebEx Meeting "Hosts"			
Judicial Officer	Div.	Meeting Nmbr / Access Code	Judicial Officer's Web Link
JUDGE VRIESMAN	G	920 639 466	<a href="https://judicial.webex.com/meet/JudgeVriesman">https://judicial.webex.com/meet/JudgeVriesman</a>
JUDGE TAYLOR		922 056 889	<a href="https://judicial.webex.com/meet/David.Taylor">https://judicial.webex.com/meet/David.Taylor</a>

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## Cisco WebEx Meetings for Smart Phones

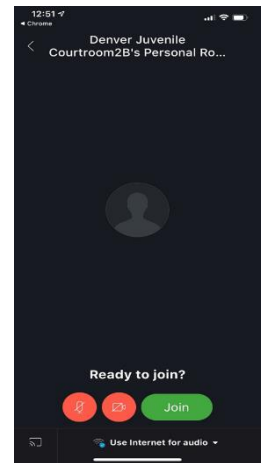
1. On your I-Phone or Android, go to the app store:
2. Search for Cisco WebEx Meetings and download the app.



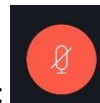
3. Find out which judicial officer is hosting the hearing, then look up that judicial officer's link and meeting number (see pages 2 to 5).

1 <sup>st</sup> Judicial Jefferson District Court Bench			
WebEx Meeting "Hosts"			
Judicial Officer	Div.	Meeting Nbr / Access Code	Judicial Officer's Web Link
JUDGE OEFFLER	1	929 865 108	<a href="https://judicial.webex.com/meet/Lily.Oeffler">https://judicial.webex.com/meet/Lily.Oeffler</a>
JUDGE BACHMEYER	2	923 421 134	<a href="https://judicial.webex.com/meet/Chris.Bachmeyer">https://judicial.webex.com/meet/Chris.Bachmeyer</a>
JUDGE PILKINGTON	3	923 323 325	<a href="https://judicial.webex.com/meet/D01_Div3">https://judicial.webex.com/meet/D01_Div3</a>
JUDGE RUSSELL	4	922 792 025	<a href="https://judicial.webex.com/meet/Tamara.Russel">https://judicial.webex.com/meet/Tamara.Russel</a>

- **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.

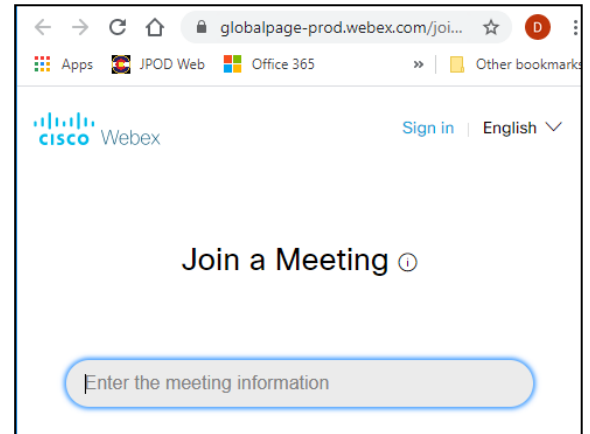
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## Cisco WebEx Meetings for Computers

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 pages 2 to 5).

2. Type in the Meeting Number/Access Code for the judicial officer who is hosting the hearing (see pages 2 to 5).

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Judicial Officer	Div.	Meeting Nbr / Access Code	Judicial Officer's Web Link
JUDGE OEFFLER	1	929 865 108	<a href="https://judicial.webex.com/meet/Lily.Oeffler">https://judicial.webex.com/meet/Lily.Oeffler</a>
JUDGE BACHMEYER	2	923 421 134	<a href="https://judicial.webex.com/meet/Chris.Bachmeyer">https://judicial.webex.com/meet/Chris.Bachmeyer</a>
JUDGE PILKINGTON	3	923 323 325	<a href="https://judicial.webex.com/meet/D01_Div3">https://judicial.webex.com/meet/D01_Div3</a>
JUDGE RUSSELL	4	922 792 025	<a href="https://judicial.webex.com/meet/Tamara.Russell">https://judicial.webex.com/meet/Tamara.Russell</a>

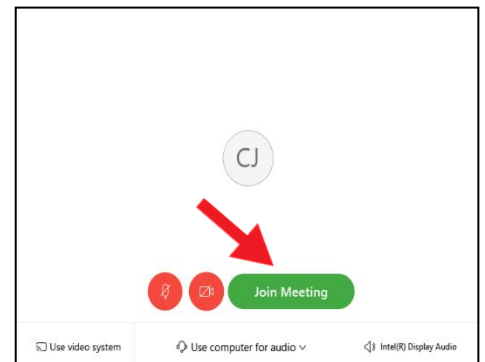


3. Let it open "Cisco WebEx Meetings", it might need to download if you have not previously used it. From there, you will be in the virtual courtroom of the judicial officer. You will not join the meeting until you click the green "Join Meeting" button.

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.