

# WEBEX HEARINGS : NO IN-PERSON HEARINGS

Due to the continuing national and local emergency, the Webster Groves Municipal Division has implemented the use of Webex for judicial hearings until the Court is able to have in-person hearings again.

## HEARING TIMES:

Virtual court sessions are being held at 3 p.m. There will be NO COURT SESSIONS AT 5:30 P.M. If the court time on your ticket says 5:30 p.m., please contact the Court for the correct court time.

## FIND YOUR CASE ONLINE:

View your case at [www.courts.mo.gov/casenet](http://www.courts.mo.gov/casenet). (Use [www.municourt.net](http://www.municourt.net) for cases issued before January 1, 2020).

## NOTICES:

Notices were mailed to the address of record to all those who are scheduled for a virtual hearing. If you did not receive a notice please check your case on the websites listed above, or contact the Court during business hours.

It is your responsibility to notify the court of any change of address. Addresses can be changed by completing the online form located at [www.webstergroves.org/court](http://www.webstergroves.org/court).

## JOINING THE COURT SESSION:

Webex hearing ID numbers for the Webster Groves Municipal Division are specific to the hearing date and time, and they will not work on other court dates. Log in information can be found on our website at [www.webstergroves.org/virtualcourt](http://www.webstergroves.org/virtualcourt).

## CONNECTING TO AUDIO

→ **Join Audio by Computer:** If you choose to join the audio by computer, click “call using computer”. You will have the opportunity to test your microphone and headset/speakers before connecting to the session.

→ **Join Audio by Phone:** If you choose to join the audio by phone, you will need to call into the meeting following the instructions below for using your phone to call in.

## WHEN TO CHECK IN:

Check in 10 minutes prior to your scheduled court session. Please know that multiple people are scheduled for each session, and will be taken in a first come first serve manor.

## USING THE CORRECT NAME: **VERY IMPORTANT STEP**

To speed up the wait times, you need to review your display name and ensure it is the same as it appears on your ticket. Attorneys, please sign in with your name and then your client’s name in parenthesis after yours.

When you join the meeting, you will be in a virtual waiting room until we can check you in. You will be admitted in first come first serve basis if your case has been set for a virtual hearing. Be patient, as wait times can vary based on how many individuals checked in before you.

## USING YOUR PHONE TO CALL IN IF YOU DON’T HAVE ACCESS TO WEBEX:

Call: 1-408-418-9388 or 1-844-487-0491. Use the access code (meeting ID) followed by # to join the meeting.

## TALKING TO THE PROSECUTOR:

If you are going to be speaking with the Prosecutor, you will be asked to join a separate breakout room. **You will need to click “join now” when prompted.**