

## **Judge Rohrs – Civil Webex Information**

Your case will be taken up and heard via Webex, a free audio-visual web based platform which requires no fee and no download. The Court has a Webex account and will be the host of the audio-visual docket. The docket entry setting the matter for Webex includes a meeting number and a password. You will not receive an email invitation for the Webex meeting.

Attorneys may establish a free Webex account by signing up with a user name and password at [www.webex.com](http://www.webex.com) but establishing an account is not necessary to join any meeting. Attorneys will need a microphone equipped laptop, iPad or cell phone with a camera and any Ethernet or Wi-Fi connection to the Internet. It is recommended no attorney use a cell phone hotspot to enable another device's access to the internet. While an attorney may, it is further recommended no attorney use a cell phone and its cellular connection to the internet when attending a meeting. If a cell phone is used, it is recommended that Wi-Fi with sufficient signal strength be used for the meeting.

Attorneys will access the meeting via [webex.com](http://webex.com), select "Join," and enter the meeting number and the meeting password.

Once an attorney joins the meeting, he or she is directed to mute his or her microphone. Attorneys are also welcome to disable video until their cases are called. Please activate video and audio when your case is called. When an attorney is finished with all of his or her cases, he or she should disconnect from the meeting.

Attorneys with questions about Webex might choose to consult YouTube tutorials or can visit the Webex website and conduct a test meeting. Questions beyond that may be directed to the Circuit Clerk's office at 417/326-4912.