



Court of Indian Offenses of the Western Region

VIDEO CONFERENCING INFORMATION

Video Conferencing Information

The video conferencing tool that the Court will use, until further notice, is **Cisco Webex Meetings**. The following contains information to assist in initiating a Cisco Webex for the first time and also to join a video conference meeting that you are being invited to join.

- Please click on the following link if you are using Cisco Webex Meetings for the first time. The link provides a video tutorial on how to download and log in to an invited meeting: [Cisco Webex Tutorial](#)
- When you are getting ready to join the meeting, there is a prompt that will request your name and email address, as shown in the tutorial above. When prompted, please include your first and last name and then your email address. When you input your name, your name will be displayed during the Webex meeting. Depending on the type of hearing that will be conducted, only certain individuals will be allowed in the hearing. If you are one of the parties and you do not input your name, you may be unintentionally removed from the hearing as a result of not knowing who is in the Webex meeting.
- It is best to call in using the phone number provided while joining the meeting session rather than using the computer for audio option. However, you may use the computer for audio option if the option works for you.
- For more information on joining a Cisco Webex Meeting, you may click the following link: [Cisco Webex Information on How to Join](#)
- There are four ways you can join a Cisco Webex Meeting. You can download the desktop app for your desktop; you can download the app on your mobile phone using the App Store or Google Play; you can also use the web app if you choose not to download the app; or you may also simply use the call-in number provided in the email invitation for a teleconference type of experience, however, you may not be able to see what is being displayed at the video conference. We highly recommend using the video conferencing method to ensure you are able to experience the full hearing as seen by all participants.
- If you are experiencing technical difficulties you may reach out to the Court at (602) 647-5300 for assistance.

Prior to Video Conference Hearing

- A test session will occur prior to the actual scheduled hearing to ensure parties have installed or are familiar with connecting to the Cisco Webex Meetings session. Please ensure all parties, those who will participate in the hearing, are aware of the testing session.
- You will be notified by email of the date and time of the test session.
- If you are unable to join the test session due to technical difficulties, please contact the Court at (602) 647-5300 by calling or texting.

Rules During Video Conference Hearings

The following are rules that will be set for video conference hearings.

- All individuals will be put on mute while the Magistrate presides over the hearing. If you wished to be called upon, you will need to raise your hand. When called on to speak, you will be unmuted to start your conversation.
- The court session will be open to join 15 minutes prior to the scheduled court hearing. Ensure you start the process of joining 15 minutes prior to the hearing to ensure you join on time.
- As with regular in-person hearings, proper court behavior and decorum will be followed. Below are the very basic rules that need to be adhered to at all times, but is not limited to the following:
 - Request permission to speak and only do so when called upon.
 - Do not address, or speak to, the other party. Only speak to the Court when called upon.
 - Avoid personal attacks on the other party.
 - Avoid impolite gestures which include facial expressions, audible comments, or other body language which may be construed as impolite.
 - Ensure there are no unnecessary noises or distractions during the video hearing.