

Preparing for court via Cisco Webex

- You will be emailed a calendar invitation with a link for Cisco Webex
- Make sure you have a strong mobile or internet connection.
- If you are joining through video, download your court's video conference app ahead of time.
- Cisco Webex is a free app, and you may have to create a free account to join the meeting. Make sure to set up your account before your court date to be prepared for court.
- Make sure to charge your mobile device, tablet, laptop, or computer ahead of time.
- **Send all your evidence and documents to the court ahead of time. You can call the clerk's office to ask how to send in documentation at 615-862-5195.**

During your remote hearing

- When you first join, you must wait in a virtual waiting room until you are admitted into the meeting. If you wait for several minutes, the app will kick you off the meeting. Just rejoin the meeting. **You most likely must wait for a while until your case is ready to be heard.**
- When not speaking, use the mute button (usually an icon of a microphone) to mute yourself to improve sound quality.
- You can use the chat function to ask any questions while you are muted.

Virtual Court Etiquette

Court proceedings, whether in person or virtual, are formal and serious events. The same etiquette and protocol of a physical courtroom are expected during virtual court. Disrespectful, threatening or belligerent behavior during virtual court could result in your removal from the hearing and a contempt citation filed against you. We ask all virtual court participants to observe these rules of court decorum:

- Dress appropriately for court.
- Join the virtual hearing on time from an appropriate, quiet, secure location.
- Avoid inappropriate or distracting activities.
- Do not drive while using your phone or device for your virtual hearing.
- Use formal titles. Sit up straight and speak clearly.
- Be courteous and respectful. No profanity.
- Do not use tobacco or vaping products or illegal intoxicants
- Refrain from eating and chewing gum.
- Eliminate distractions and interruptions. Put cell phones and other technology in silent mode.
- Put your device on mute until it is your turn to speak.
- Do not interrupt others or try to speak over them.