

Virtual Court Process

Guideline to attend Virtual Court for the Walk-In Court:

- Click on the [Fridays at 9:30 A.M.](#) link.
- Check-in time starts at 9:00 A.M. and stops at 9:30 A.M. **No late admittance.**
- When joining the virtual hearing, use your full legal name as your screen name. Once you have successfully joined the virtual hearing, you will be placed in a virtual waiting room.
- Remain muted when entering the Virtual Courtroom until your name is called.
- Be prepared to give your email address and phone number to the clerk.
- Avoid background noise – Ensure your environment is conducive to attend virtually.
- Avoid distractions - Turn off and put away any and all distractions so your full attention is given to the proceedings.
- Do not drive while attending Virtual Court.
- Avoid excessive movement (i.e. stay seated) while attending Virtual Court.
- Do not record these proceedings.