

# How to Appear in the Virtual Court

The essential courts of the 5<sup>th</sup> Judicial District are now virtual courts pursuant to the Administrative Order of Hon. James P. Murphy, District Administrative Judge due to the COVID-19 public health emergency. All Judges, attorneys, and parties are now approved to appear in the virtual court.

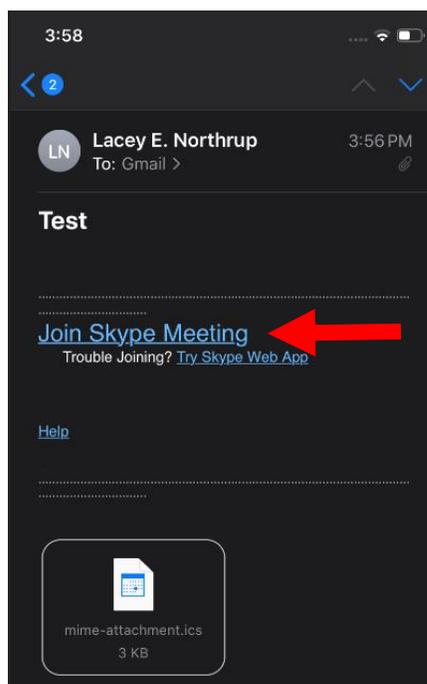
You may be permitted to appear for court in the following ways:

1. Skype video conferencing from the courthouse waiting room;
2. Skype video conferencing from your smartphone, tablet or laptop (the device must have a camera and microphone);
3. Telephone from any location (e.g. your car, home, work, etc.) – the Court Clerk will provide a call-in telephone number and 9-digit meeting code;
4. Telephone from the courthouse waiting room (we have a telephone dedicated to that room) – again the Court Clerk will provide the call-in number and 9-digit meeting code.

Please discuss these options with the Court Clerk.

To Appear via Skype Video from your Device:

1. Provide the Court Clerk with your email address. You must have access to this email account from the device you plan to use for the Skype appearance.
2. The court will email you an invitation for the date and time of your court appearance. Please be sure to **Accept the Invitation**.
3. When you are ready to join the Skype meeting for the court appearance, click the “Join online meeting” link in the body of the email. If you are not redirected to Skype, try clicking “Try Skype Web App”:



- You will then be redirected to download a version of Skype for Business. You will likely need to download this through a web browser or app store, depending upon your device.
- Once you have downloaded Skype for Business, you should be re-directed to a sign-in page. **You do not need to sign in or create an account.** Select the “Join as Guest” option:

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Welcome to Skype for Business, the app  
formerly known as Lync.

Sign In

Join as Guest

- You will need to type your name in the guest information box and click the blue arrow to proceed:

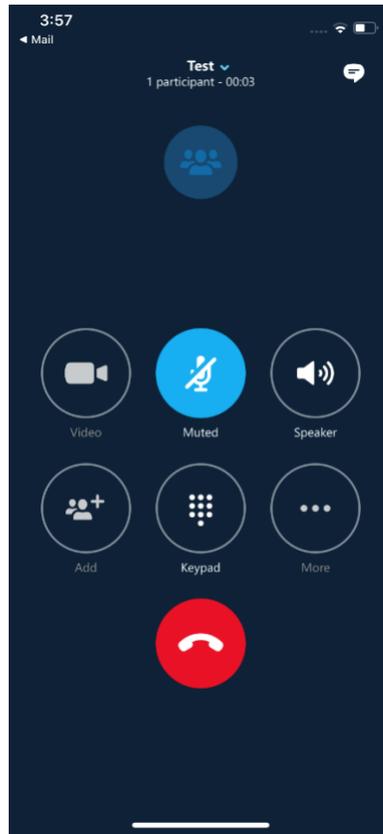
3:57  
◀ Mail



John Smith



7. You will then be taken to the meeting:



8. Please be sure your camera and microphone icons are turned on (see below):

Turned On



Turned Off



9. To end your participation in the Skype meeting, click or tap on the red phone symbol to end the call.