

# Butte County Superior Court Remote Appearance System User Guide

## OVERVIEW

If you would like to appear remotely, you will need to file the proper remote appearance forms to receive judicial authorization. To determine the eligibility and requirements to appear remotely for your hearing type, select your case type from the Court's Remote Appearance homepage: <https://www.butte.courts.ca.gov/online-services/remote-appearances>. Once your appearance has been approved, you may self-schedule your hearing through the Court's website.

- **If your hearing type is eligible for self-scheduling**, go to <https://rcs.courtcall.com> no later than **4 pm the court day before your hearing**. This is the deadline to schedule your appearance; after this time, you will see an error message when searching for your case and you will be unable to schedule your remote appearance.
- **Ensure to follow noticing guidelines as written in Local Rule 1.10**. Each case type will have their own forms and noticing guidelines which can be found on our website (<https://www.butte.courts.ca.gov/>).

This user guide details how to access CourtCall's Remote Court Scheduler, the site where attendees can schedule or cancel a remote appearance, connect to the video conference, and upload evidence for applicable hearing types. Click on an item in the table of contents below to navigate to that section.

### Important Reminders:

1. Confirm that you have submitted the proper forms and received judicial authorization in accordance with Local Rule 1.10.
2. If your case type requires noticing, ensure that noticing guidelines are being followed in accordance with Local Rule 1.10.
3. Confirm you received the link to connect **PRIOR** to your remote hearing.
4. Prepare in the same way you would if appearing in person.
  - a. Dress appropriately.
  - b. Think about your background. It is highly recommended that you be located indoors with limited background noise and distractions.
  - c. Do not use a profile picture containing any matter which could be deemed inappropriate or distracting in a court setting.
  - d. It is highly recommended to use a headset with a mic equipped.
  - e. Join the meeting up to 5 minutes early.

5. Prior to connecting, ensure your device (must be equipped with a camera, microphone, and speaker) is compatible with the Court's remote appearance system by reviewing the FAQs on our site or this user guide.
6. Please enter both your first and last name when joining the meeting. It is highly encouraged to also include your case number.
7. Your case may not be heard at the time the calendar is scheduled to start. Once you join, the courtroom will admit you into the Virtual Lobby. When the courtroom is ready to hear your case, you will be admitted into the virtual courtroom. When your case is called, please unmute yourself and turn on your video. Keep in mind your case may not be called for a few hours.

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# ACCESSING COURTCALL

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CourtCall can be accessed by going to:

<https://rcs.courtcall.com>



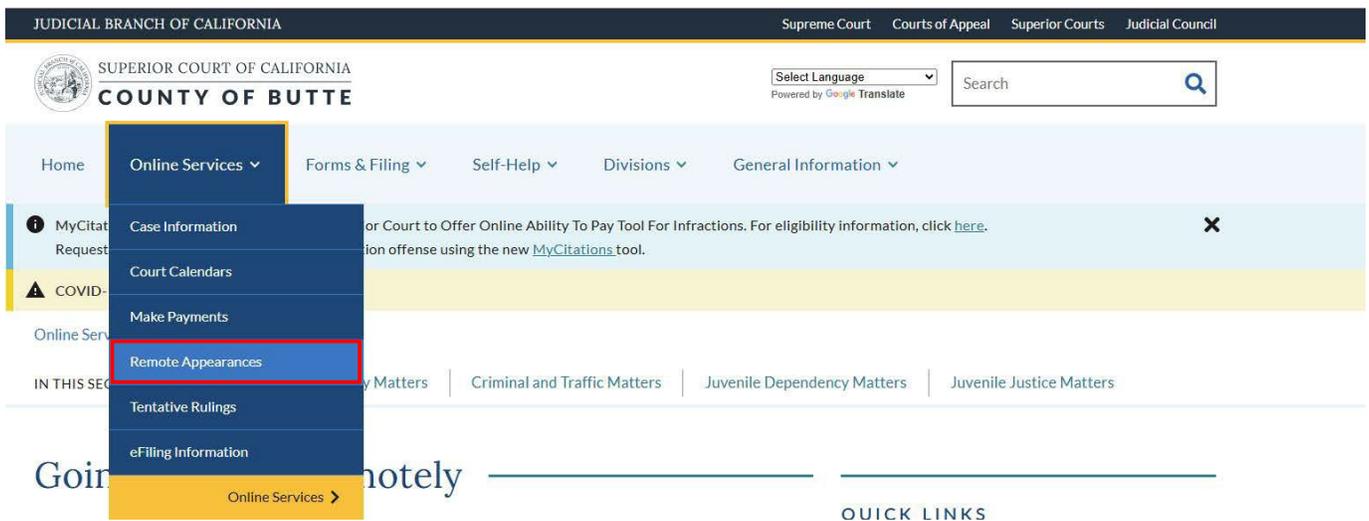
**NOTE:** To appear at the hearing, follow the link that is emailed to you after you schedule. You will **not** be able to connect to the hearing by going to the CourtCall page.

In this section, you will find *(click an item to be directed to that page)*:

1. [Navigating to Home Page from Court's Website](#)
2. [Creating Your CA Courts Identity Account](#)
3. [Signing into your CA Courts Identity Account](#)
4. [Forgot CA Courts Identity Password](#)

## Navigating to Home Page from the Court's Website

Select **Online Services > Remote Appearance System** on the Court's website (<https://www.butte.courts.ca.gov/>). This will bring you to the Remote Appearance page, where you can select the case type buttons to find case-type specific information about remote appearances.



# Creating Your CA Courts Identity Account

To create an account:

1. Go to [Remote Appearances | Superior Court of California | County of Butte](#) and click on the

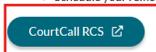


'[CourtCall RCS](#)' button under the 'Scheduling a Remote Appearance' section.

## Scheduling a Remote Appearance

To schedule your remote appearance, follow the steps below.

1. **Confirm judicial approval**
  - o Before scheduling, make sure you have judicial approval for each remote appearance, when required by statute or [Local Rule 1.10](#).
2. **Submit your request or notice in advance**
  - o Each case category has specific timelines and notice requirements. Review the divisional tabs below for detailed instructions.
3. **Allow processing time before scheduling**
  - o After filing a document requesting a hearing, or when a new court date is set at a prior hearing, please allow 10 court days for the Court to schedule your next hearing in the case management system.
4. **Follow the steps in the [Public User RCS Guide](#):**
  - o Create a Remote Court Scheduler (RCS) account using your email.
  - o Schedule your remote hearing through the CourtCall RCS platform.
5. **Create your own RCS account**
  - o Each participant must create their own Remote Court Scheduler account the first time. Once created, that account may be used for scheduling future authorized remote hearings.
6. **Watch for your confirmation emails**
  - o After scheduling, you will receive an immediate confirmation email, followed by a reminder email 12 hours before the hearing.
  - o If you need your link resent, log into your RCS account and request a new email.



**NOTE:** All users will be required to sign in or create a California Court's Identity account before scheduling a remote appearance.

2. This will open up the Remote Court Scheduler (RCS) sign in page in a new tab.
3. At the bottom of the Sign In page, click on **Sign Up Now**.

Sign in with your existing account

Email Address

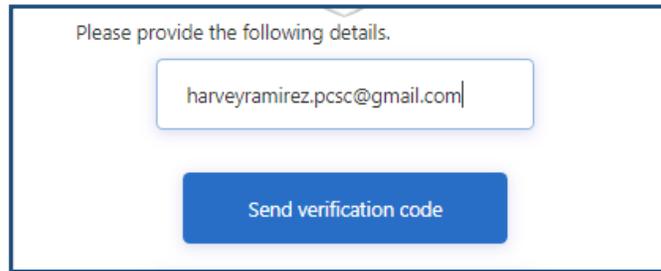
Password

[Forgot your password?](#)

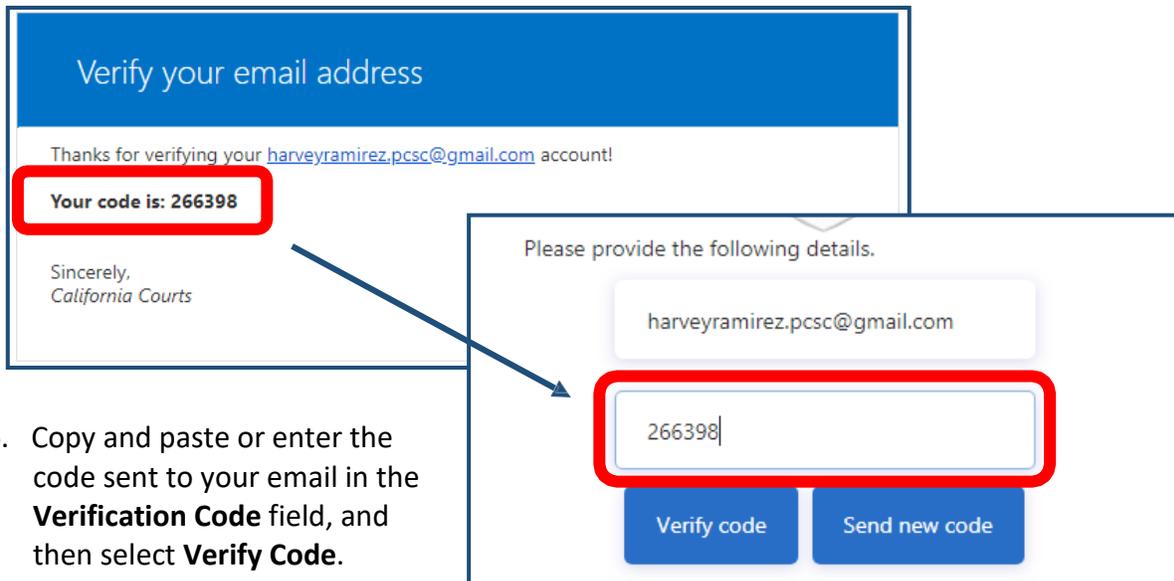
Sign in

Don't have an account? [Sign up now](#)

4. Enter your email and then select **Send Verification Code**.



5. A verification code will be sent to your email from “Microsoft on behalf of California Courts [msonlineserviceteam@microsoftonline.com](mailto:msonlineserviceteam@microsoftonline.com)”. You may need to check your spam folder.



6. Copy and paste or enter the code sent to your email in the **Verification Code** field, and then select **Verify Code**.

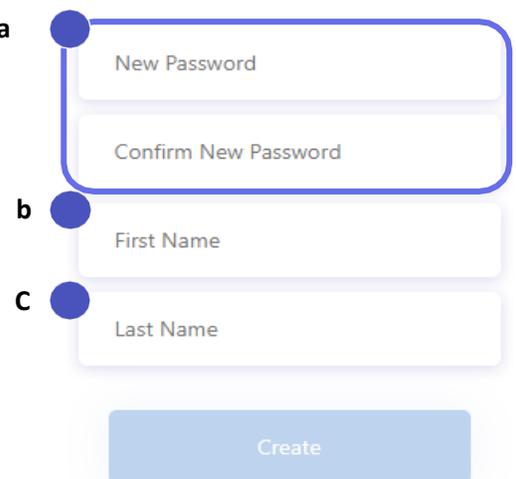
! If you get a message that the code has expired, select **Send New Code**. Repeat the process for a new code.

7. Once the code has been verified, complete the remaining fields. <sup>a</sup>

- a. **Password:** It is required that your password consists of 8 to 16 characters, and includes **3 of the 4** following characteristics:
- i. Uppercase letter(s)
  - ii. Lowercase letter(s)
  - iii. Number(s) (0-9)
  - iv. Special character(s), for example: # @ \$ % ^ & = ! ?

Once determined, enter your password into both the **New Password** and **Confirm New Password** fields.

- b. **First Name**  
c. **Last Name**



8. Select **Create** at the bottom of the screen. The button will turn dark blue once all fields are completed. If it remains shaded (pictured), confirm each of the fields are correct.

## Signing into your CA Courts Identity Account

1. Go to <https://rcs.courtcall.com>
2. Enter your CA Courts Identity email address and password on the Sign in page.
3. Select **Sign In** to complete logging in.

Sign in with your existing account

Email Address

Password

[Forgot your password?](#)

Sign in

## Forgot CA Courts Identity Password

1. Go to <https://rcs.courtcall.com>.
2. Below the password field, click on **Forgot your password?**

Sign in with your existing account

Email Address

Password

[Forgot your password?](#)

Sign in

[Don't have an account? Sign up now](#)

3. Enter the email associated to your account and select **Send Verification Code**.

Please provide the following details.

Verification is necessary. Please click Send button.

harveyramirez.ppsc@gmail.com

Send verification code

Continue

4. Copy and paste or enter the verification code sent to your email into the **Verification Code** field. Select **Continue**.

Please provide the following details.

E-mail address verified. You can now continue.

harveyramirez.pcsc@gmail.com

Change e-mail

**Continue**

5. Once the code has been verified, complete the remaining fields.
  - a. **Password:** It is required that your password consists of 8 to 16 characters, and includes **3 of the 4** following characteristics:
    - i. Uppercase letter(s)
    - ii. Lowercase letter(s)
    - iii. Number(s) (0-9)
    - iv. Special character(s), for example: # @ \$ % ^ & = ! ?

Once determined, enter your password into both the **New Password** and **Confirm New Password** fields.

Please provide the following details.

New Password

Confirm New Password

Continue

6. Select **Continue**.
7. Login using your new password.

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## SCHEDULING YOUR REMOTE APPEARANCE

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For hearing types that are eligible for self-scheduling with judicial approval, a remote appearance, parties and/or attorneys may schedule themselves using CourtCall's Remote Hearing Scheduler. **All forms and noticing guidelines can be found in Local Rule 1.10 or on our website by case type** (<https://www.butte.courts.ca.gov/>).

**YOUR LAST OPPORTUNITY TO SCHEDULE A REMOTE  
APPEARANCE IS  
16.5 HOURS BEFORE YOUR HEARING.**

Please note, to self-schedule a remote appearance:

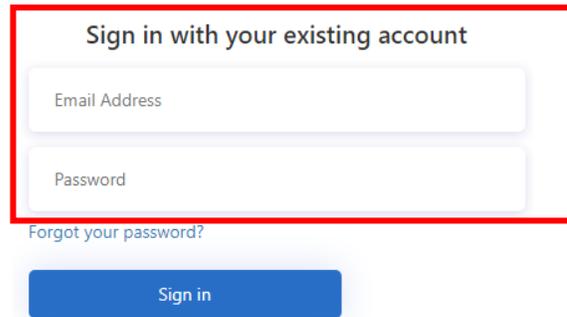
- ✓ Please allow 10 court days from your filing or appearance for your next hearing to be set in our internal systems before attempting to schedule for a remote appearance.
- ✓ If you do not schedule your remote appearance **16.5 hours in advance of the start of your hearing**, you will see a **“The case [case #] could not be found. Please verify that the case number you entered is correct”** message when searching for your case and you will be unable to schedule your remote appearance. Please leave yourself enough time to navigate to the scheduling page and complete all the steps listed in this user guide. The scheduling cutoff time is precise.
- ✓ The remote appearance you schedule will **ONLY be valid for the date and time selected and can only be used by one person**. The conference ID, PIN, and/or link provided to you will not work if your matter is continued or has another hearing set.
- ✓ If you choose to cancel your remote appearance, **that does not cancel your hearing**. Canceling your remote appearance through the Remote Court Scheduler will only result in your online participation being canceled. If you have questions about your hearing, or need a continuance, please contact the clerk's office at (530) 532-7002.

In this section, you will find (*click an item to be directed to that page*):

1. [Navigating to Scheduling Website](#)
2. [Step 1: Search for Case](#)
3. [Step 2: Attendee Info](#)
4. [Step 3: Select Events](#)
5. [Step 4: Finalize Hearing](#)
6. [Remote Appearance Confirmation](#)
7. [Canceling Your Remote Appearance](#)
8. [Resend Your Remote Appearance Confirmation Email](#)

## Navigating to Scheduling Website (Remote Court Scheduler)

To begin, go to <https://rcs.courtcall.com>. Log into your CA Courts Identity account when prompted.



Sign in with your existing account

Email Address

Password

[Forgot your password?](#)

Sign in

Select “Superior Court of California, County of Butte” to navigate to the Court’s Remote Appearance System.

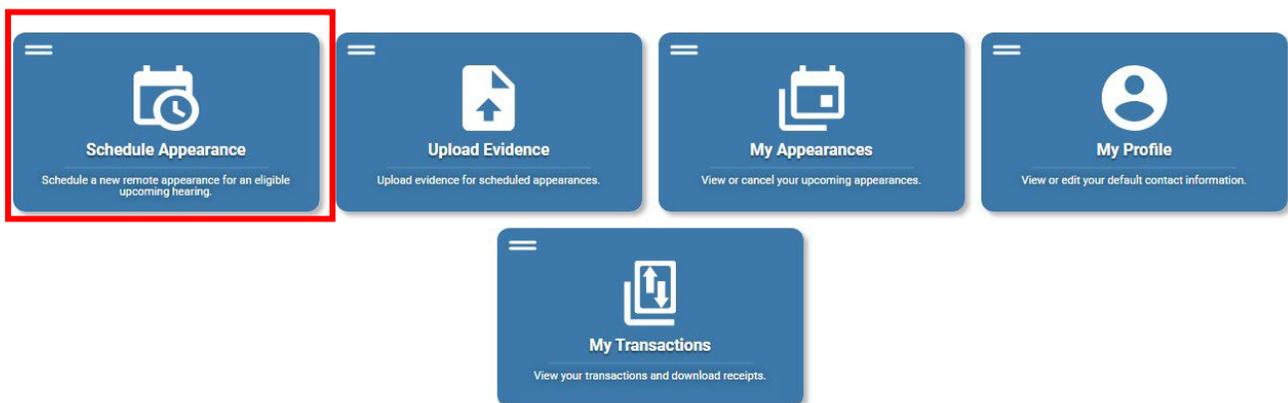


You are logged in. Please select a court below.

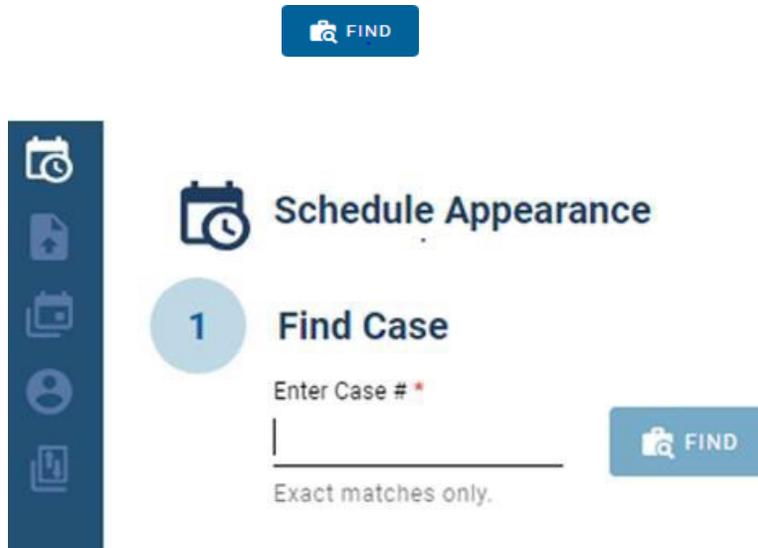


### Step 1: Search for Case

Select **Schedule Appearance** to begin scheduling your remote appearance.



Enter your case number, including any numbers, letters, and dashes. Once entered, select 'Find'



If you see an error message (**\*The case [case #] could not be found. Please verify**

**that the case number you entered is correct**) after selecting  there could be a few different reasons why you received this general error message.

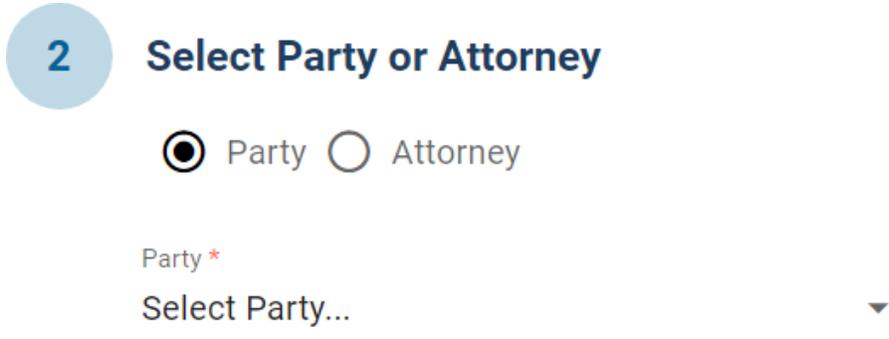
*Reasons your case could not be found:*

1. You are entering your case number in the wrong format. Enter your case number with all numbers, letters, and dashes.
2. You are searching for your case after the deadline to self-schedule (16.5 hours in advance of the start of your hearing).

## **Step 2: Attendee Info**

Step 2 is how the Court gathers your contact information and can identify you on the day of your hearing.

You will first be prompted to identify the type of attendee you are by selecting the empty circle for either **Attorney** or **Party**.



**2** **Select Party or Attorney**

Party  Attorney

Party \*  
Select Party... ▼

After you've selected whose attending, you will be prompted to enter the rest of the Attendee Information.

For Attendee Information:

- All fields are mandatory, excluding the **additional email address for appearance information** field.
- The **Primary Email Address** field will be pre-filled in with the email address you registered for your CA Courts Identity account. This can be edited if you wish to change the primary email address.
- The **additional email address for appearance information** field does not schedule additional attendees; if you enter any email addresses, they will receive a copy of your confirmation email.

## Attorney

### 2 Select Party or Attorney

Party  Attorney

Attorney \*

\_\_\_\_\_

Firm Name \*

\_\_\_\_\_

Bar Number \*

\_\_\_\_\_

Primary Email Address \*

\_\_\_\_\_

Phone Number \*

\_\_\_\_\_

First Additional Email Address

\_\_\_\_\_

Second Additional Email Address

\_\_\_\_\_

Send Email Reminders

Yes  No

## A Party to the Case

### 2 Select Party or Attorney

Party \*

David Jones (Plaintiff)

\_\_\_\_\_

Primary Email Address \*

djones.pcsc@yahoo.com

\_\_\_\_\_

Phone Number \*

\_\_\_\_\_

First Additional Email Address

\_\_\_\_\_

Second Additional Email Address

\_\_\_\_\_

Send Email Reminders

Yes  No

### Step 3: Select Events

Select the event you are scheduling a remote appearance for by clicking on the empty box next to the date and time. Once selected, click on  under **Review Selected Events**.

#### 3 Select Events

	Start Date / Time	Type	Department	Fee
<input checked="" type="checkbox"/>	7/12/2024 3:30 PM PDT	Small Claims Hearing	Department 31	\$27.00

#### 4 Review Selected Events



### Step 4: Finalize Hearing

The user information and selected event will appear on the **Finalize** page. Review and confirm the information is correct before selecting **Confirm**.

Please review your selected Hearings below.  
When you are ready to proceed, click on the "Confirm" button.

Case & Party Information

 <b>Case</b>	 <b>Party</b>
	



Appearance Date	Type	Location	Fee
10/01/2025 1:30 PM PDT	Settlement Conference	Department 6 - Stephen E. Benson	\$0.00
			<b>Total \$0.00</b>

## Remote Appearance Confirmation

Once you have submitted your request you will receive confirmation of your remote appearance. This confirmation will include details about your remote appearance.

If you select **Schedule Another**, you can schedule more appearances for the same attendee in other cases. You will be directed to complete Steps 1-4 again for the second case.

### Appearance Confirmation

Please review your scheduled Hearings below.

Case & Party Information

<b>Case</b>	<b>Party</b>
 [Redacted]	 [Redacted]

 SCHEDULE ANOTHER

 MY APPEARANCES

App ID	Date	Type	Location	Fee	Actions
106015	10/01/2025 1:30 PM PDT	Settlement Conference	Department 6 - Stephen E. Benson	\$0.00	 UPLOAD EVIDENCE
					Total \$0.00

Once the appearance is scheduled, you will also receive a confirmation email. This email will include a personal Join link to join the web conference on the day of the hearing.

Your County of Butte Remote Appearance is Confirmed for [Redacted] at 1:30 PM PDT on Wednesday, October 1, 2025



## Superior Court of California **County of Butte**

You are scheduled to appear remotely for the following appearance:

**ID** 106015  
**Judge / Location** Department 6 - Stephen E. Benson  
**Party / Attorney** [Redacted]  
**Date / Time** Wednesday, October 1, 2025 / 1:30 PM PDT  
**Case #** [Redacted]  
**Case Name** [Redacted]  
**Proceeding Type** Settlement Conference  
**Click to Join** [Redacted]

This unique link is for your use only. Please do not share this link or forward it to other parties.

Please do not reply to this email as it is generated automatically and sent from an unmonitored account.

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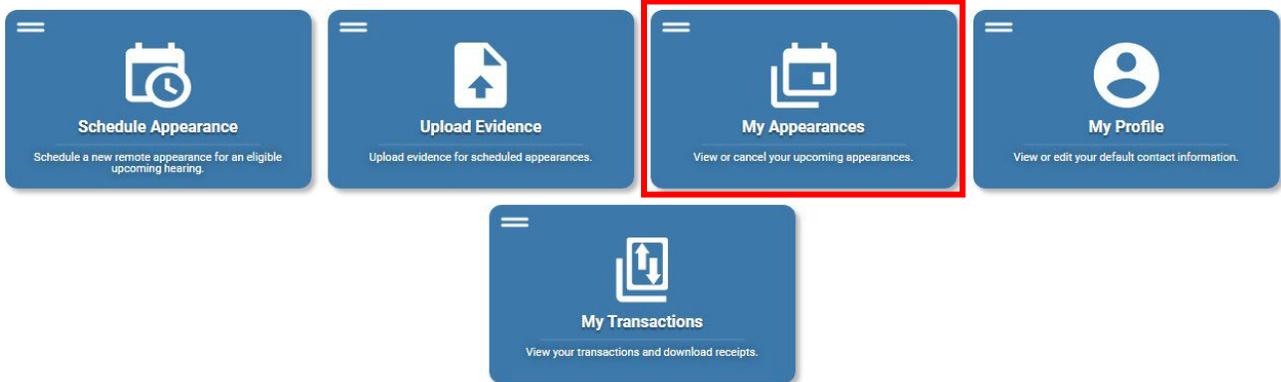
 **NOTE:** If you do not reach the confirmation page nor receive the email confirmation, the remote appearance was not scheduled.

 **IMPORTANT:** Do not share your link with others. Only one person can use the link at a time, otherwise you will be denied access.

## Canceling Your Remote Appearance

Cancellation requests must be made 16.5 hours in advance of the start of your hearing. To cancel a remote appearance:

1. Go to <https://rcs.courtcall.com>. Once you've logged with your CA Courts Identity account, click on **My Appearances**



2. Any scheduled remote appearances that are eligible for cancellation will have a  listed.

Locate the scheduled remote appearance you would like to cancel from the list and select .

ID	Date	Case #	Case Name	Party	Event Type	Department	URL	
104785	7/12/2024 3:30 PM PDT	R-SC-0027642	Jones, David vs. Smith, Jennifer	David Jones (Plaintiff)	Small Claims Hearing	Department 31	<a href="https://placer.ca.cccsdew.com/lq5092...">https://placer.ca.cccsdew.com/lq5092...</a>	



-  **NOTE:** If a remote appearance does not have the Cancel Appearance option (  ) available, this means the deadline to cancel your remote appearance has passed.

3. Select a cancellation reason from the drop-down menu.

**Cancel Appearance**

App ID 104785  
Case # R-SC-0027642  
Case Name Jones, David vs. Smith, Jennifer  
Party David Jones (Plaintiff)  
Event Type Small Claims Hearing

Appearing in Person  
Co-Counsel Appearing Instead  
Dismissed  
Duplicate Appearance  
Not Needed  
Not Needed per Tentative Ruling

Cancellation Reason \*

Are you sure you want to cancel this appearance?

4. Confirm your cancellation.

Cancellation Reason \*  
Appearing in Person

Are you sure you want to cancel this appearance?

**IMPORTANT NOTE:**

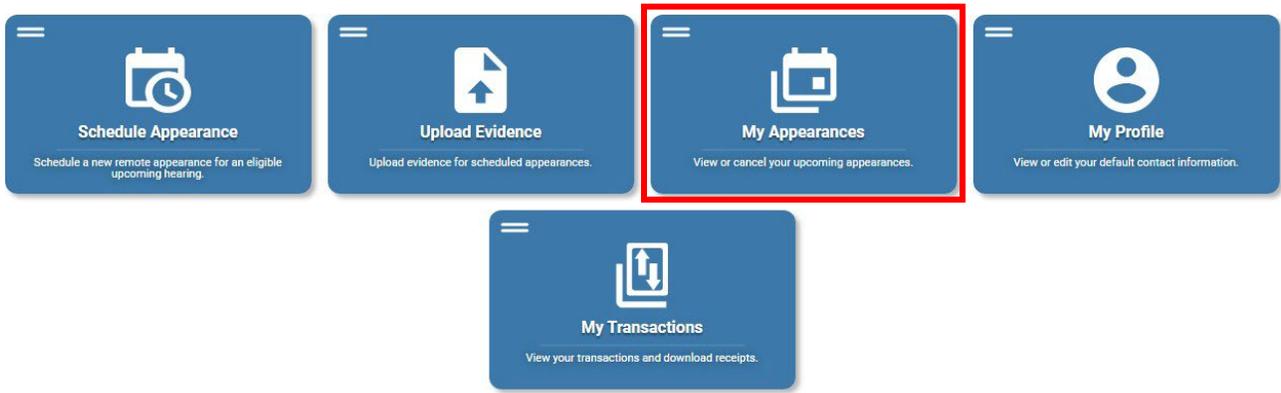
Canceling a remote appearance through the Remote Court Scheduler does not cancel the hearing.

## Resend Your Remote Appearance Confirmation Email

To resend yourself a copy of your remote appearance confirmation email:

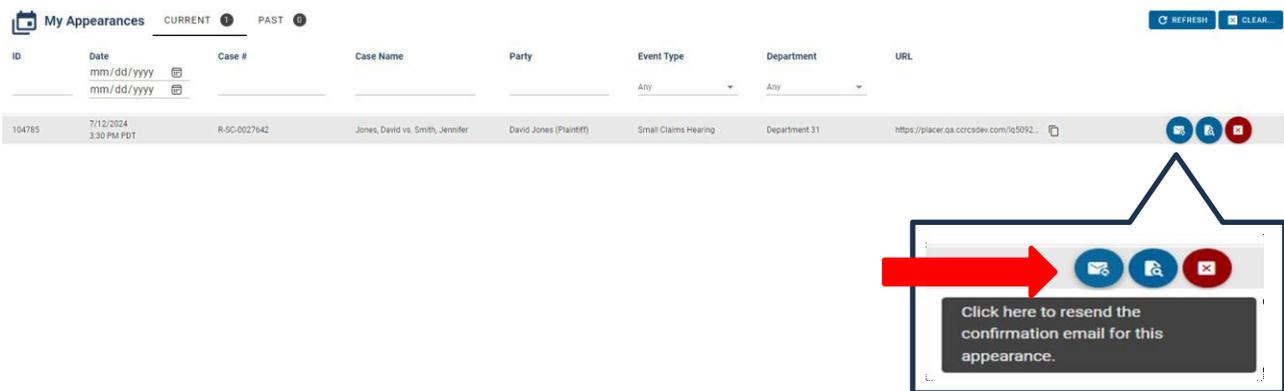
1. Go to <https://rcs.courtcall.com>.

Once you've logged with your CA Courts Identity account, click on **My Appearances**.



2. Locate the scheduled remote appearance you would like to resend the confirmation email for.

Select .



3. Select **Yes, Resend** in the bottom right corner.

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# EVIDENCE

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Electronic Evidence sharing is only available for certain hearing types. You may upload evidence online prior to your hearing. **This tool does not replace the formal introduction of evidence and instead will act as a repository for sharing evidence between those appearing remotely and those appearing in the courtroom.**

 **NOTE:** You cannot file documents through this method. You must use eFile to electronically file documents.

Please leave yourself enough time to organize your evidence, navigate to the website, and complete all the steps required to upload the files. The cutoff time of one hour prior to the hearing is precise.

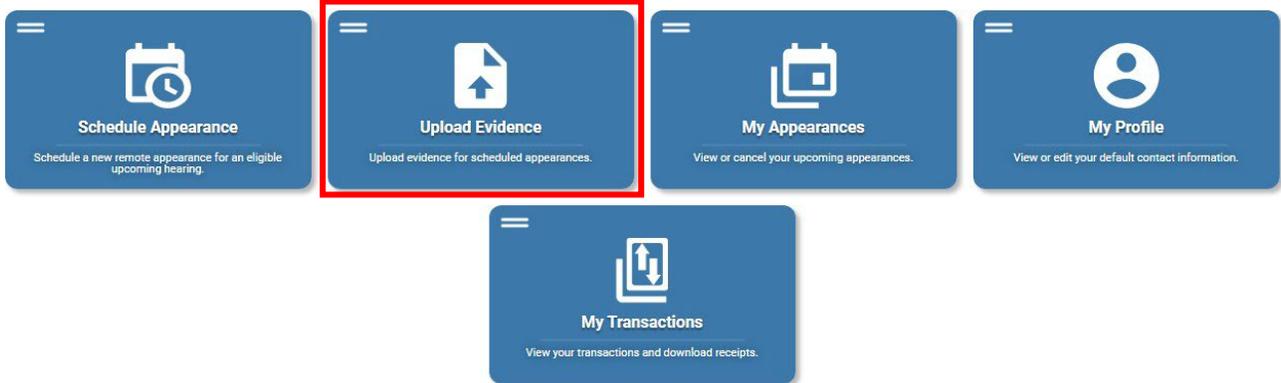
Accessing the Evidence portion of CourtCall is dependent upon scheduling a video appearance. Please return to the [Scheduling](#) section of this user guide if you have not yet completed that step.

In this section, you will find:

1. [Uploading Evidence](#)
2. [Technical Specifications](#)
3. [Viewing Evidence](#)

## Uploading Evidence

Evidence Sharing is accessible by returning to the CourtCall home page at <https://rcs.courtcall.com>. Once you've logged with your CA Courts Identity account, click on **Upload Evidence**.



1. Locate the scheduled remote appearance you would like to upload evidence for.

- Click on Select Event. 



2. To upload files, select Upload button.  This will open a window to select files from your computer.



3. Click Add File button  and select the files you would like to upload and click on the **Upload and Save** button.

 **NOTE:** The maximum file size for this tool is 50MB.

## Upload Evidence File(s)



 ADD FILE

Allowed FileTypes

JPEG (jfi, jfif, jif, jpe, jpeg, jpg), Microsoft Office (docx, xlsx), MOV, MP3, MP4, MPEG (mpeg, mpg, vob), PDF, PNG, TXT

 UPLOAD & SAVE CLOSE

4. Your files are now saved to your CourtCall Appearance Record. They will automatically sort in alphabetical or numerical order. To view the evidence you've uploaded, select Open  next to the file you'd like to open.

**Event Evidence**

Event ID	Case #	Case Name	Party
19951	R-SC-0027642	Jones, David vs. Smith, Jennifer	Jennifer Smith (Defendant)
Event Type	Department	Start Date / Time	
Small Claims Hearing	Department 31	7/12/2024, 3:30 PM PDT	

Name	Filename	Type	Party	Uploaded At	Label	Status
		Any		mm/dd/yyyy mm/dd/yyyy		Any
Roseville - Mattress Damage.jpg	Roseville - Mattress Damage.jpg	JPEG	Jennifer Smith	7/09/2024 9:21 AM PDT		Uploaded

 OPEN  DELETE

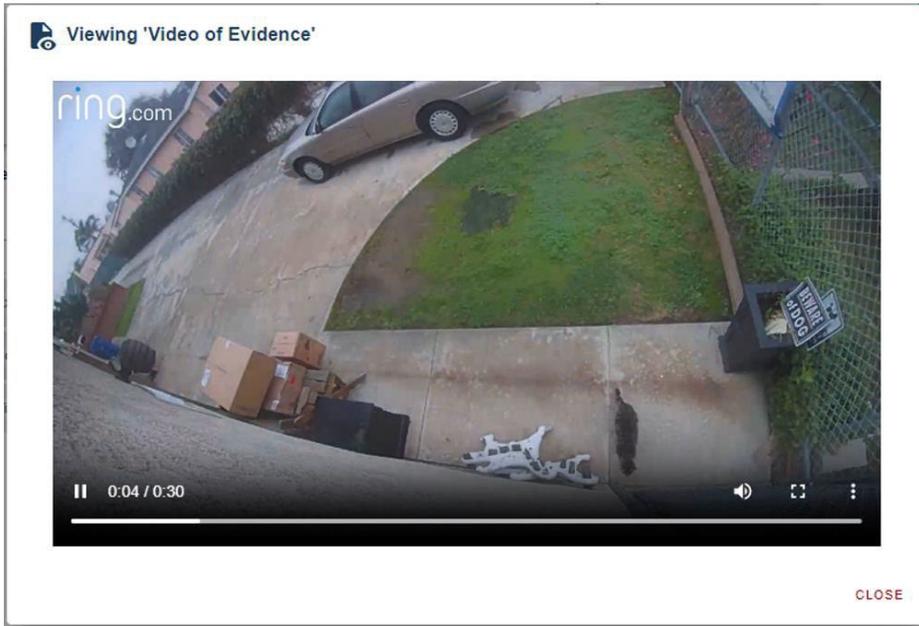
### Audio Files

Opening an audio file will launch an audio player:



### Video Files:

Opening a video file will launch a video player:



## **Technical Specifications**

Do not use Internet Explorer.

You may upload the following document types from your device:

- |         |         |         |
|---------|---------|---------|
| → .docx | → .jfi  | → .mpg  |
| → .xlsx | → .jpeg | → .mpeg |
| → .jpg  | → .png  | → .mp3  |
| → .jif  | → .txt  | → .mp4  |
| → .jpe  | → .pdf  | →.mov   |

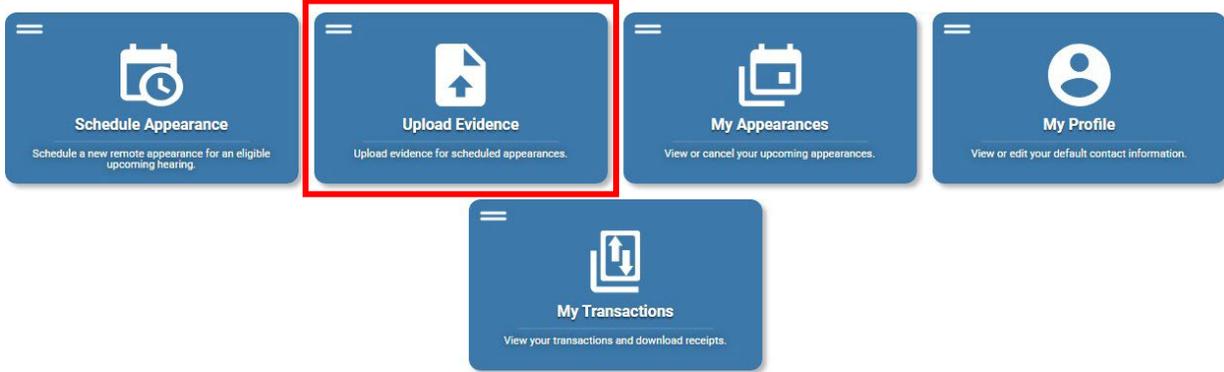
Tips for uploading evidence:

- **Do not combine all your files into a single exhibit.** For example, if you have (1) a lease, (2) a photograph, and (3) copies of emails, you should be uploading three separate files.
- Be sure to name your file(s) with a descriptive word or phrase that will inform you what that document is. Examples: “Lease signed 3-10-19”; “Photo of Blue House”; “Emails from March-April 2019”

The court is taking steps to protect against files that are infected with viruses. However, please ensure you have proper security to protect your computer. By using CourtCall, you assume all risks associated with the use of this site and the download of the other parties’ exhibits.

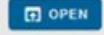
## Viewing Evidence

1. To view the other parties' evidence, click on **Upload Evidence**.



2. Locate the scheduled remote appearance you would like to view evidence for. Click on Select Event.



3. Select Open  next to the other parties' evidence you wish to view.



**NOTE:** Please review the other parties' evidence before the hearing begins. During the hearing, you will be able to view all the evidence listed above if you have both the video conference and CourtCall websites open. **You will not be able to access CourtCall from the video conference.**

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## CONNECTING ON THE DAY OF YOUR HEARING

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A remote appearance is the same as an in-person appearance and any actions that occur in the hearing carry the same authority as if all individuals were physically in the courtroom. You should prepare for your remote appearance as if you are personally appearing at the courthouse.

This section summarizes how to connect to your remote appearance and important details to ensure your device is set up correctly for the hearing. In this section, you will find (*click an item to be directed to that page*):

1. [How to Connect to Your Conference](#)
2. [Connecting to CourtCall's Virtual Lobby](#)
3. [Technical Specifications](#)
4. [Preparing for Your Remote Appearance](#)
5. [Teams Controls in Teams Conference](#)

### How to Connect to the Conference

At the time or up to 5 minutes before your hearing, click the **Join Link** provided in your confirmation email.

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Your County of Butte Remote Appearance is Confirmed for [REDACTED] at 1:30 PM PDT on Wednesday, October 1, 2025



### Superior Court of California **County of Butte**

You are scheduled to appear remotely for the following appearance:

<b>ID</b>	106015
<b>Judge / Location</b>	Department 6 - Stephen E. Benson
<b>Party / Attorney</b>	[REDACTED]
<b>Date / Time</b>	Wednesday, October 1, 2025 / 1:30 PM PDT
<b>Case #</b>	[REDACTED]
<b>Case Name</b>	[REDACTED]
<b>Proceeding Type</b>	Settlement Conference
<b>Click to Join</b>	[REDACTED]

This unique link is for your use only. Please do not share this link or forward it to other parties.

Please do not reply to this email as it is generated automatically and sent from an unmonitored account.

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## Connecting to CourtCall's Virtual Lobby

After clicking the link, you will be prompted to join CourtCall's Virtual Lobby. The Virtual Lobby is an entirely browser-based application that parties will join prior to joining the virtual courtroom to participate in their hearing. Parties may use the Virtual Lobby to indicate to the Court they are ready for their hearing and communicate with their attorney or other parties in the case,

For more information and instructions on how to join the Virtual Lobby, please view the CourtCall Virtual Lobby User Guide.

## Technical Specifications

It is strongly recommended that remote hearing participants download the Microsoft Teams desktop application. You may choose that download when first entering the Teams meeting or you may separately download the program by clicking the link below:

[\*\*CLICK HERE TO DOWNLOAD THE MICROSOFT TEAMS DESKTOP APPLICATION  
IN ADVANCE OF YOUR HEARING.\*\*](#)

If joining from a browser, Google Chrome 65 and Microsoft Edge 83 (or later) are recommended.

### *Test your Device*

Teams offers a "Test Call" feature for the Teams desktop app for Windows and Mac. [Microsoft outlines the steps to make a test call on their website:](#)

1. In the Teams desktop app, select **Settings and more** (•••) next to your profile picture at the top of Teams and then choose **Settings > Devices**.
2. Choose **Make a test call** under Audio devices.
3. In a test call, you'll see how your mic, speaker, and camera are working. Follow the instructions from Test Call Bot and record a short message. The message will play back for you. After that, you'll get a summary of the test call, and you can go to your device settings to make changes.

## Preparing for Your Remote Appearance

### *Join the Conference as if you are Appearing in Person*

- Position your device's camera so that **your face is fully displayed** and not backlit.
- **Dress appropriately.** Dress as if you were appearing in person at the courthouse.
- Have your documents, electronically or in hard copy, available **before** your hearing starts.
- You may not receive assistance from anyone besides your attorney or interpreter during your hearing.
- You may not record, live stream or otherwise capture your video appearance.

### Setting Up your Device

- It is highly recommended to **have a charger easily accessible or plugged into your device** before and during the hearing.
- The court requires you to be **located indoors with limited background noise and distractions** and have a clear audio and video stream.
- The use of headphones is highly recommended.
- Enter the meeting muted, and keep your audio **MUTED** and video **TURNED OFF** until your case is called.
- If using the desktop app for Windows and Mac, complete a test call before connecting.

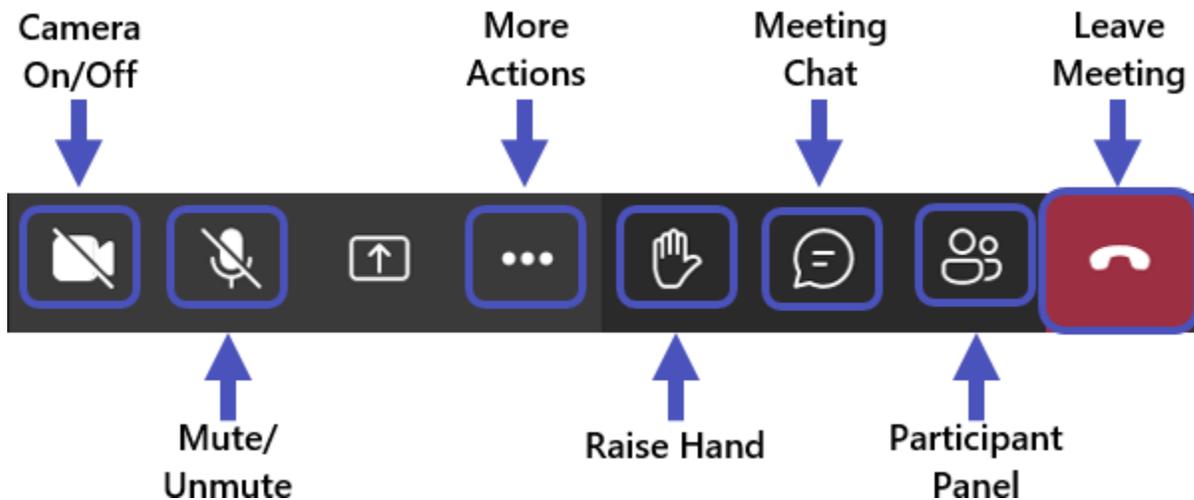
**If at any time you become disconnected from the hearing, please rejoin the conference by selecting Rejoin, or by closing the window and reselecting the link in your email confirmation.**

**Reminder:** The conference information emailed to your will **ONLY** work for the court hearing listed. If your matter is continued or has another hearing set, this link will NOT work for your future hearing(s).

### Meeting Controls in the Teams Conference

#### Menu Bar

Each meeting will have the same controls at the top or middle of the screen, depending on if you join from a browser or application\*:



\* Screen sharing has been disabled for court hearings.

## *Meeting Chat*

The meeting chat feature is available to video participants, and audio participants who join on the Teams app.

- The chat is not monitored by the Court.
- If you send a message in the chat, it is viewable to everyone in the meeting.

## *Customize the Meeting Layout*

Teams default crops videos to make each participant's video fit the meeting screen better. If the courtroom video appears cropped (you cannot fully see the judicial officer or attorney table), [Microsoft outlines the steps to customize your view of the Teams meeting on their website](#):

- **Reframe the video:** Right click the three dots for the courtroom video and select **Fit to frame** to see the entire video.
- **Pin courtroom video:** Right click the three dots for the courtroom video and select **Pin**. You can pin additional participants or unpin the courtroom if needed.