

PDF

PARTICIPANTS USER GUIDE



This guide will take you through the following steps:

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THE VIRTUAL HEARING INVITATION EMAIL

All participants (except Court staff) will receive a meeting invitation email from their law firm contact with upcoming hearing details and a link to the Virtual Hearing. When your hearing is scheduled to start, open the email or meeting invitation and click the **JOIN VIRTUAL HEARING** link.

When: Monday, July 20, 2020 12:15 PM-12:45 PM (UTC-07:00) Arizona.
Where: CRJ07 SCT FL5 RM5C

[Maricopa Superior Court]

The Judicial Branch of Arizona
Maricopa County

This hearing will be conducted remotely using the Virtual Justice Platform. Please forward this notice to participants in your party. They must use the JOIN VIRTUAL HEARING button below to participate.

Participants: Please follow the steps below to participate in the proceeding which will be conducted remotely using the Virtual Justice Platform.

1. Click the JOIN VIRTUAL HEARING button below when the proceeding starts.
2. Enter your full name and role in the name field.
3. Wait in the lobby until the Facilitator admits you to the proceeding.

Remember to keep this email handy so you can use it to participate in the following proceeding.

Case Name: State Of Arizona Vs. Francisco Sapiens

Case#: CR2020001478000

Start Date / Time: Monday, July 20, 2020 12:15 PM MST

For instructions, click here.

JOIN VIRTUAL HEARING<https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjAxN2M1YjEtZmNiOC00N2FjLWEzODctOTdjOW15M2UxOGVh%40thread.v2/0?context=%7b%22Tid%22%3a%22b309bec7-4a30-463a-bdc3-1ca32b472ac0%22%2c%22Oid%22%3a%22c319802e-e6c4-4fcd-923b-35e66dc750b4%22%7d>

Virtual Hearing email

Click JOIN VIRTUAL HEARING link to attend the virtual hearing.

LAUNCH TEAMS DESKTOP APP OR WEB APP

Open the Teams desktop app on your computer. If you do not have the Teams app, either download the app (recommended) or use the Teams web app instead.

The image shows a screenshot of a Microsoft Teams desktop application pop-up dialog. The dialog has a title bar that says "Open Microsoft Teams.app?". Below the title bar, it says "https://teams.microsoft.com wants to open this application." There are two buttons: "Cancel" and "Open Microsoft Teams.app".

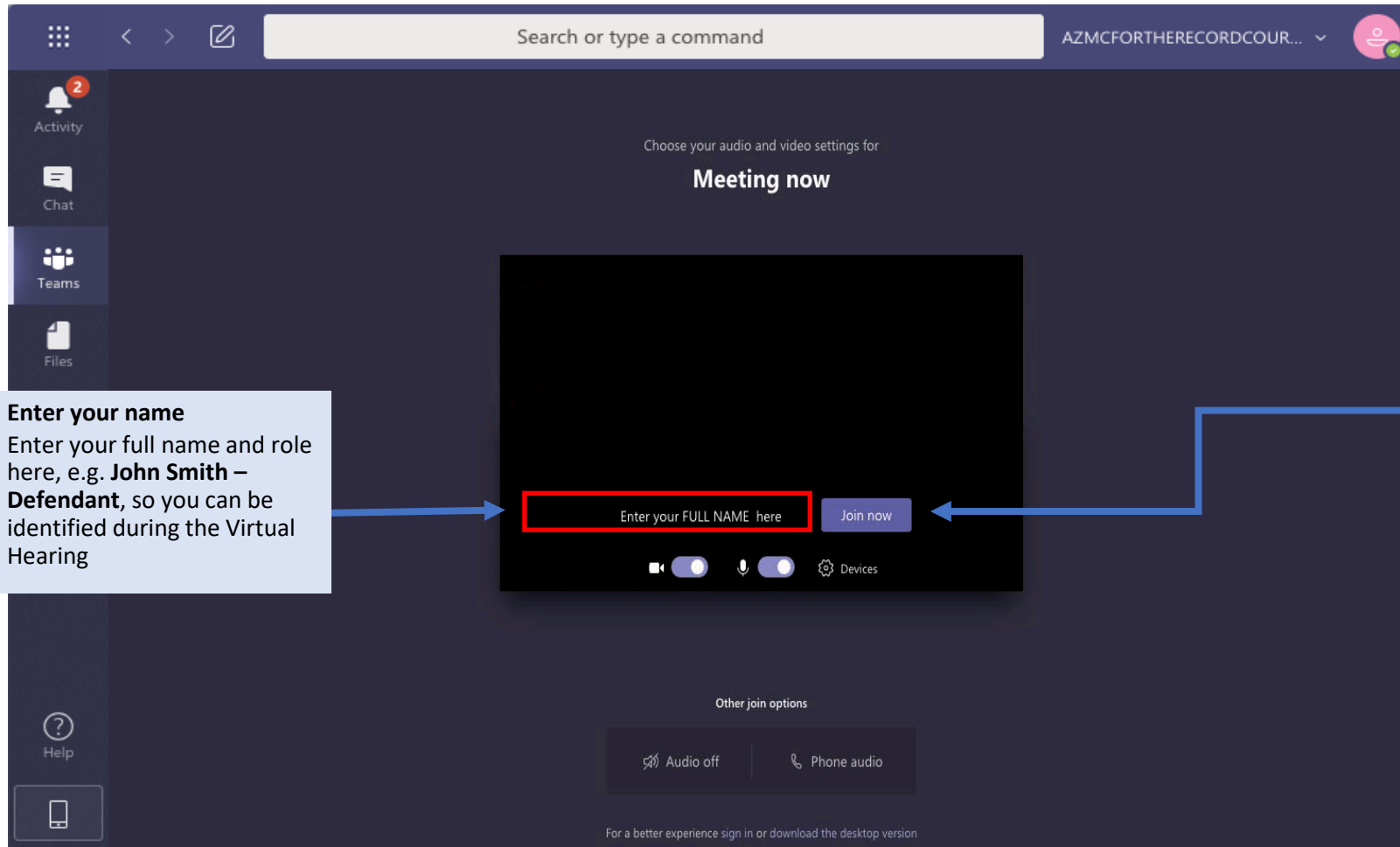
Below the dialog is a banner with the text "Stay better connected with the Teams desktop app". Underneath the banner are three buttons: "Download the Mac app", "Use the web app instead", and "Already have the Teams app? Launch it now".

Four callout boxes with blue arrows point to specific elements in the screenshot:

- Teams desktop app pop-up**: This will open the existing Teams desktop app on your computer. Click Cancel if you want to choose another option. (Points to the "Open Microsoft Teams.app" button in the dialog.)
- Teams web app**: Click here to launch Teams in a web browser, e.g. Chrome or IE/Edge. (Points to the "Use the web app instead" button.)
- Existing Teams desktop app**: Like the pop-up, this will also open the Teams desktop app already installed on your computer. (Points to the "Launch it now" link.)
- Download the Teams Desktop app**: If you do not have Teams installed, click here to download the app to your computer. (Points to the "Download the Mac app" button.)

JOIN THE VIRTUAL HEARING

Remember to enter your full name and role, then click **Join now** and wait in the *lobby* until the Court facilitator admits you to the Virtual Hearing video conference. If you forget to enter your details, you can leave the hearing after you have identified yourself in the hearing and then rejoin with your name and role.



Enter your name
Enter your full name and role here, e.g. **John Smith – Defendant**, so you can be identified during the Virtual Hearing

Wait to join the Virtual Hearing
Click Join now and wait until you are admitted to the Virtual Hearing.

VIDEO AND AUDIO SETTINGS

Before entering the Virtual Hearing video conference, you can adjust your video, audio and display settings.

The screenshot shows the Microsoft Teams interface during a meeting. The main window displays the 'Join the Virtual Hearing' prompt with a 'Join now' button. Below this is a control bar with icons for video, microphone, and a 'Devices' button. A red box highlights these three icons. To the right, the 'Device settings' panel is open, showing 'Internal Mic and Speakers' for audio devices, 'Built-in Output' for speaker, and 'Built-in Microphone' for microphone. Under the 'Camera' section, 'FaceTime HD Camera' is selected. A 'Make a test call' button is also visible. Four callout boxes provide instructions: 'Activate your camera' points to the video icon; 'Activate your microphone' points to the microphone icon; 'View device settings' points to the 'Devices' button; and a central box instructs to click 'Join now'.

Join the Virtual Hearing
When you are ready, click **Join now** to enter the Virtual Hearing.

Activate your camera
Turn on your camera, so others can see you during the Virtual Hearing.

Activate your microphone
Unmute your microphone when you need to speak, otherwise stay muted to avoid any disturbing sounds.

View device settings
Check that your speakers, microphone and camera have been automatically detected.

Microsoft Teams | Search or type a command | AZMCFORTHERECORDCOURT.COM

Choose your audio and video settings for
Meeting now

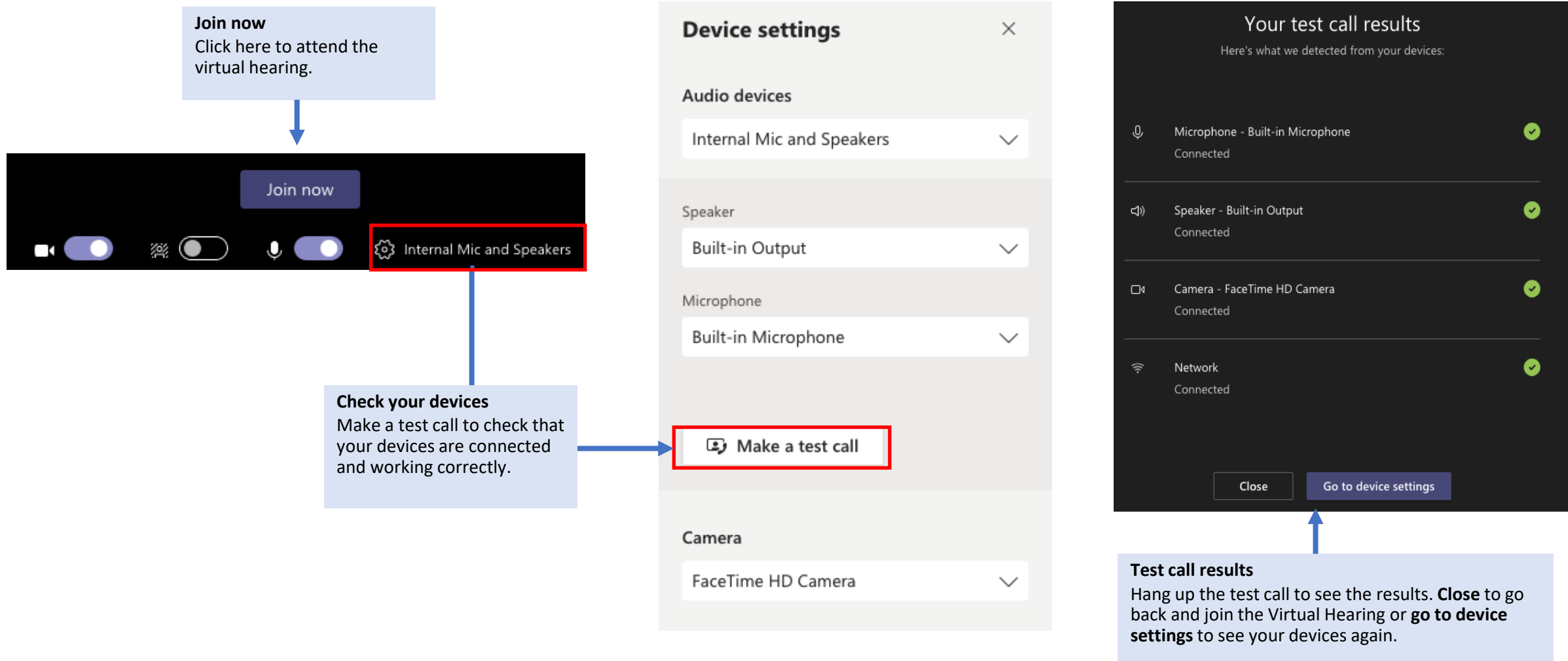
Enter your FULL NAME here | **Join now**

Internal Mic and Speakers
Speaker: Built-in Output
Microphone: Built-in Microphone
Make a test call
Camera: FaceTime HD Camera

For a better experience sign in or download the desktop version

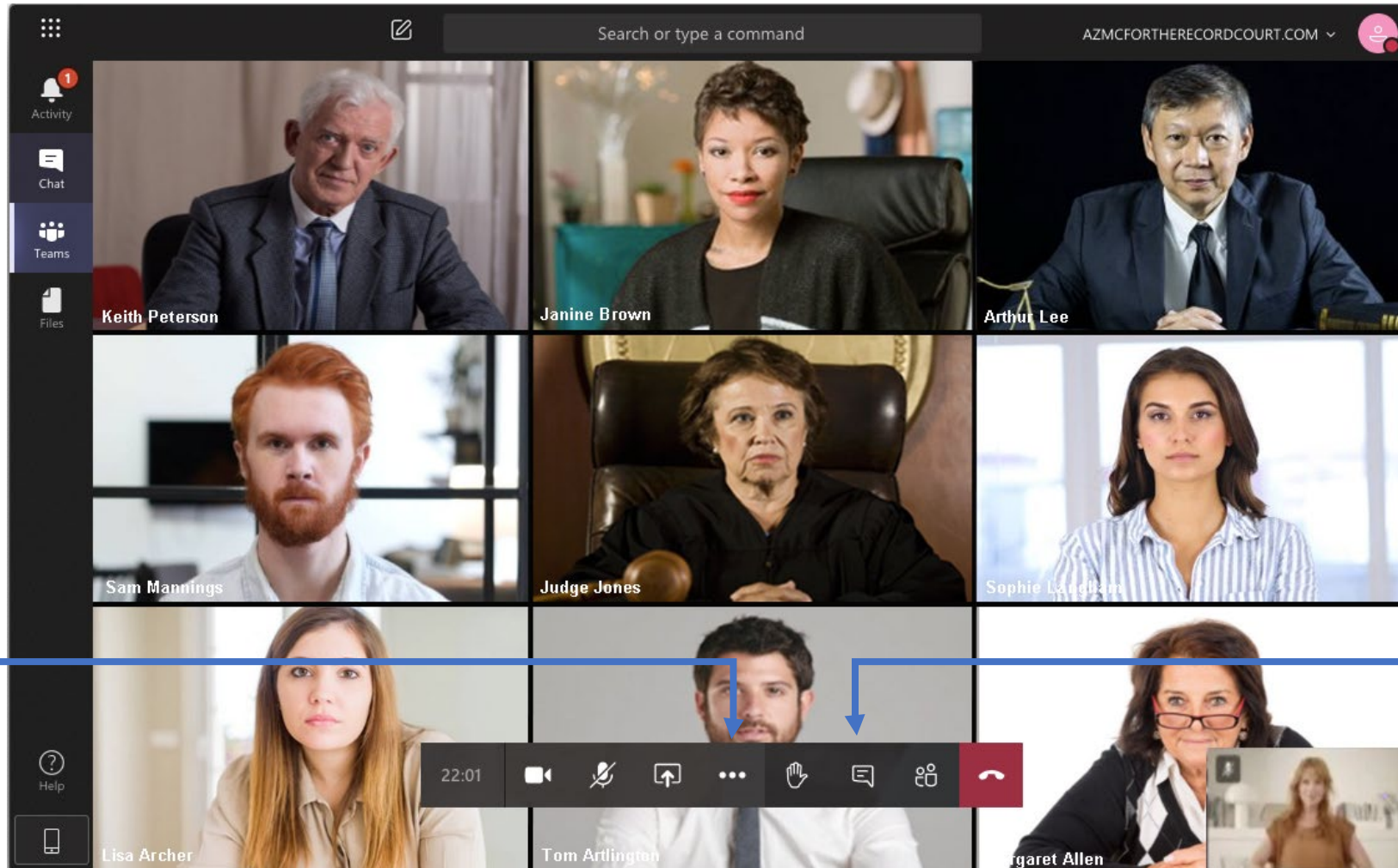
MAKE A TEST CALL

Go to *Device settings* and click **Make a test call** to check that your microphone, speakers, camera and internet are connected and working correctly. At the end of the test, click **Join now** to attend the hearing.



THE VIRTUAL HEARING

After you join the Virtual Hearing, you will see and hear other participants in the *Courtroom*.



View participants
You can see up to 9 participants in Gallery view and up to 49 participants via Large Gallery view.

Organize your view
Your view switches between those speaking. Right click on a participant's image and select **Pin** to ensure they remain in your view.

Meeting options
Hover your mouse over the screen to see options to hide camera, mute microphone, share screen, change backgrounds, check device settings, raise hand, chat or hang up.

Switch to Large Gallery view
When there are more than 9 participants, you can click the **More Actions** three dots and select Large Gallery to see up to 49 participants.

JOIN MIDWAY THROUGH THE VIRTUAL HEARING

If you are a Witness, Interpreter, or someone that is required to appear at a specific time during the hearing, the Court facilitator or your Counsel will advise you by phone call or text message that you will be required soon. You can attend the hearing using the email link and wait in the lobby until the facilitator admits you into the hearing.

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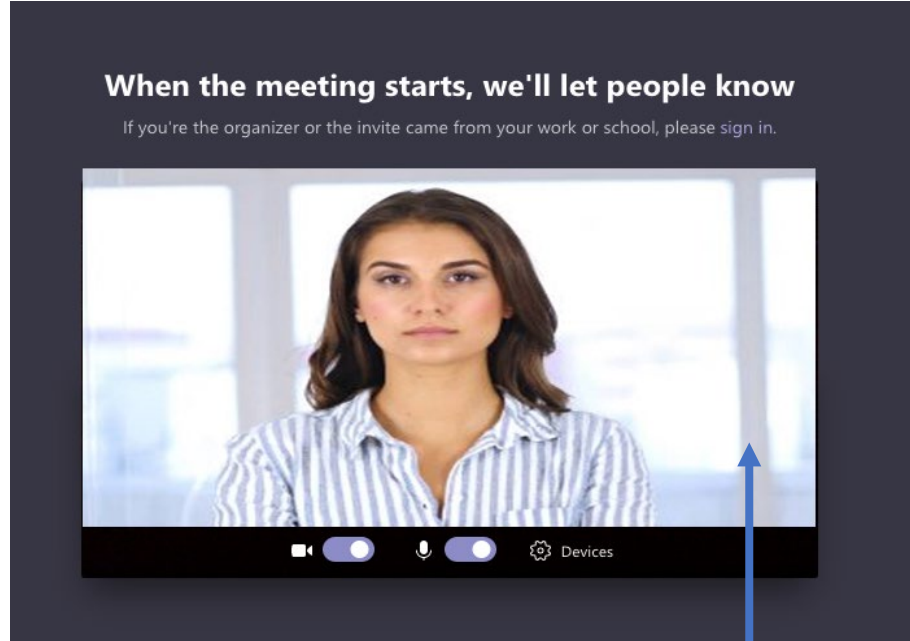
Start Date / Time: Monday, July 20, 2020 12:15 PM MST

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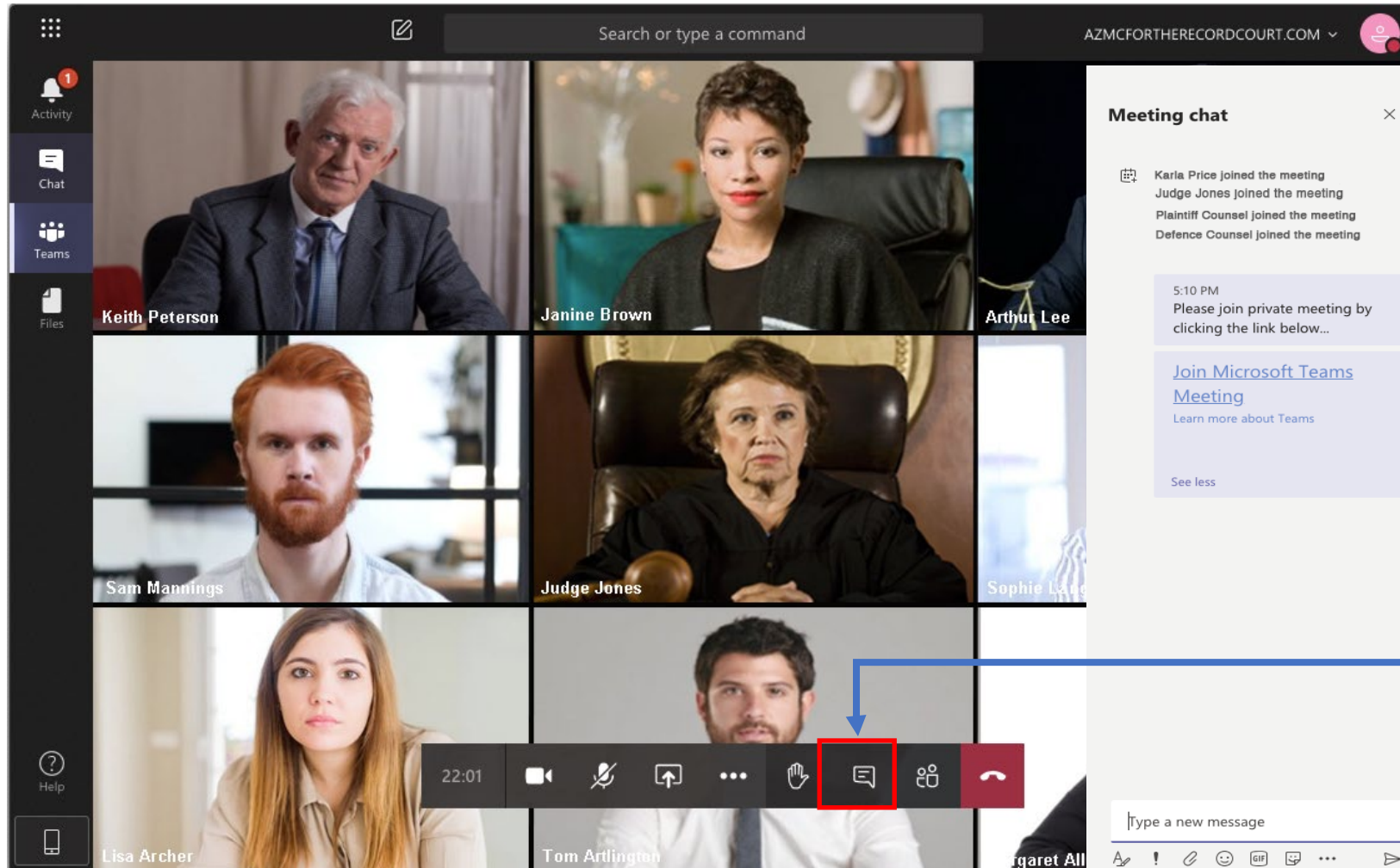
Virtual Hearing email
Click JOIN VIRTUAL HEARING link to attend the virtual hearing.



The lobby
After clicking on the hearing link, wait patiently until the Court facilitator lets you into the hearing.

JOIN PRIVATE MEETINGS

To join a private meeting, such as a Bench Conference or a Client-Attorney discussion, click show conversation, and click on the meeting link in the chat pane. Then wait in the *Lobby* until the facilitator admits you into the private meeting.

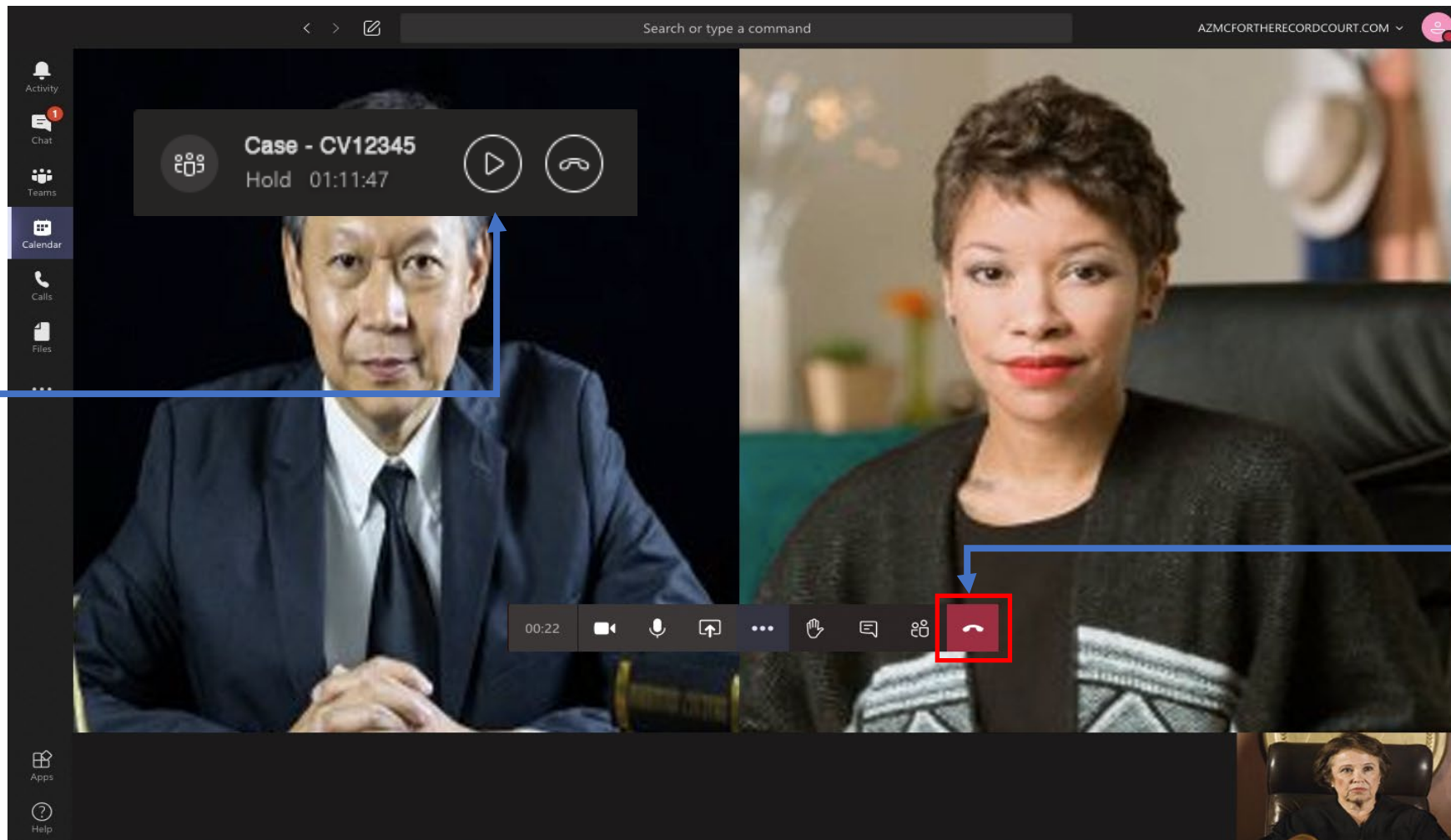


Private meeting link
Click the link to join the private meeting.

Show conversations
Hover your mouse over the screen to see the options bar, click **Show conversation** and click on the meeting link to join the private meeting.

RETURN TO THE HEARING

At the end of the private meeting, you can hang up to return to the Virtual Hearing. Alternatively you can hover over the screen and click on the play icon to return to the hearing.

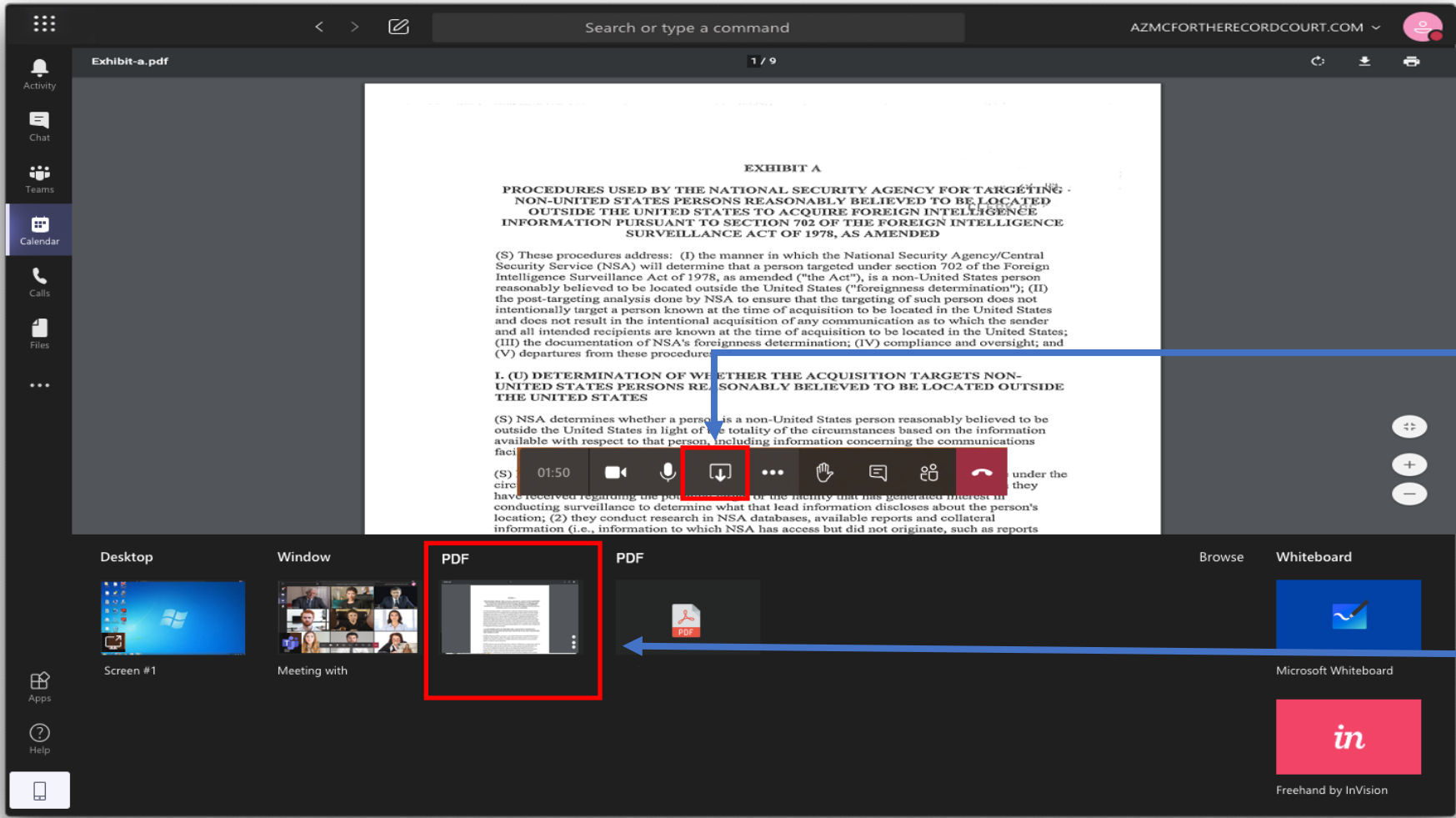


Return to the Virtual Hearing
Hoover your mouse over the screen and click here to return the Virtual Hearing.

Hang up
Hang up the private meeting call.

PRESENT EVIDENCE DOCUMENTS

To present documents during the hearing, the Court facilitator will need to make you a presenter. Then open the document on your computer, click **share screen** and select the document to present.

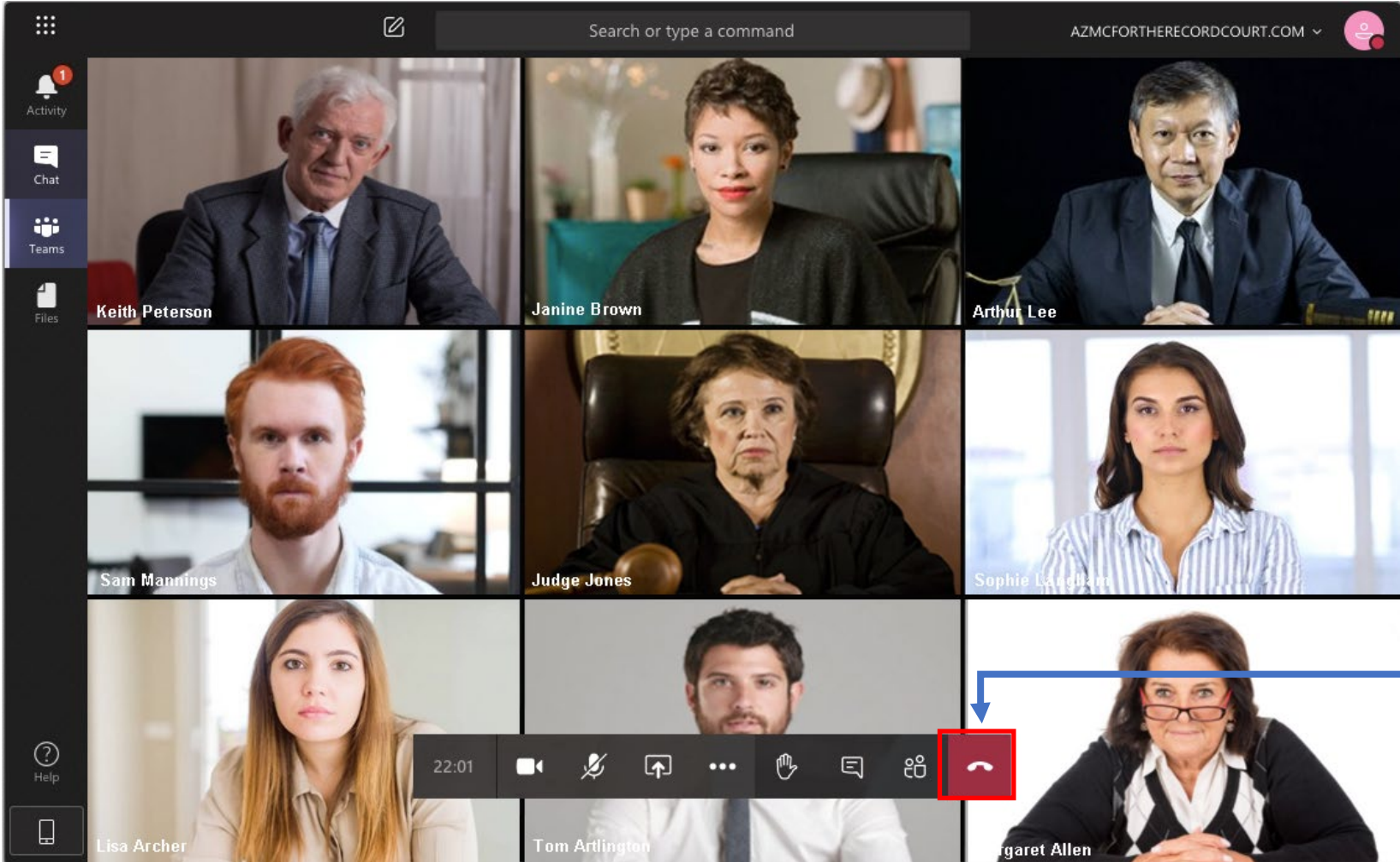


Share screen
Hover your mouse over the screen and click here to share your screen during the hearing.

Select screen
You can select to show your Desktop or a specific application or document.

END OF THE VIRTUAL HEARING

At the end of the Virtual Hearing, participants will need to hang up the call and leave the Courtroom.



Hang up
Hang up the call at the end of the hearing.

THE END

VirtualJustice.com

