

# ACCESSING JUSTICE COURT VIDEO CONFERENCING FOR CIVIL HEARINGS FROM A PC Computer

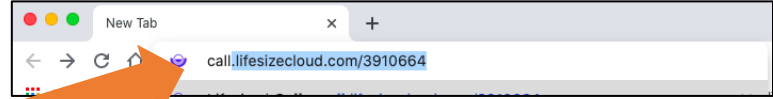
1.

Type in this link to your web browser\* on a computer-

<https://call.lifesizecloud.com/3910664>

be sure to login 5-10 minutes before your assigned time.

\* Safari is not a supported web browser for this site



2.

Select "Run" to join the hearing from your computer.

Your call is just one click away!  
Join your call. If nothing happens automatically, click to download and run the Lifesize App.

You can also choose other ways to call.

Click Run/Save to join with the Life



3.

Enter the extension "3910664", your name, and click "Join" to enter the meeting.

A screenshot of the Lifesize "Join a Meeting" form. It features a "Join a Meeting" tab and a "Sign In" link. There are input fields for the meeting ID "3910664" and "Your Name". A blue "Join" button is at the bottom. An orange arrow points to the "Join" button.

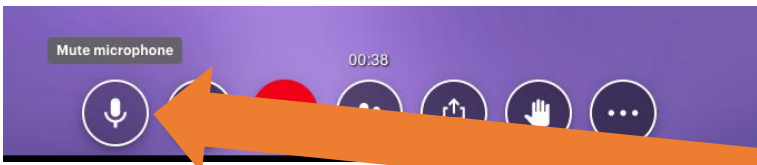
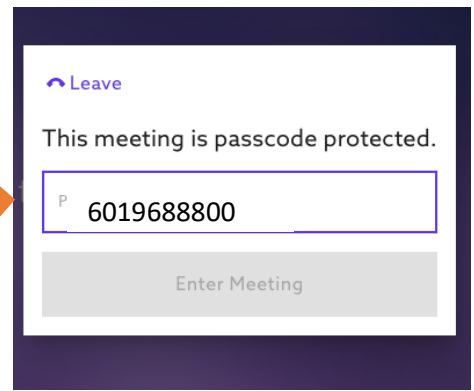
4.

Turn the camera to "On" using the toggle button, make sure "Computer Audio" is selected, and press the "Join" button.

A screenshot of the Lifesize "Welcome, John Doe!" settings screen. It prompts the user to "Select your video and audio options to get started." Under "Video", "Integrated Webcam (0c45:6712)" is selected. Under "Audio", "Computer Audio" is selected. There are also options for "Microphone" and "Speakers". A "Camera" toggle is visible. A blue "Join" button is at the bottom. An orange arrow points to the "Join" button.

5.

Type in the meeting passcode  
"6019688800" and select  
"Enter Meeting."

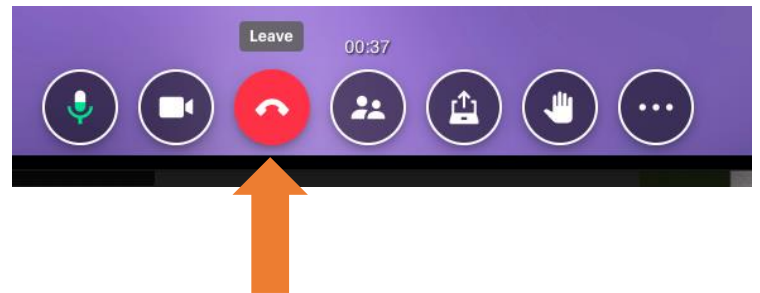


6.

Upon entering the meeting, select the  
microphone button to mute yourself  
until your case is called.

7.

Once your case has been heard, ask the  
judge to be dismissed, and press the red  
button to exit the meeting.



# Know Before Your Hearing:

## PRESENTING EVIDENCE



If you plan to present evidence (documents, photos) during the hearing, be prepared to hold those documents up to the camera on your device when asked to by the judge.

## WITNESSES



If you have a witness for your case, they can appear with you on the same device or can log in using the same log in instructions you utilized.

## INTERPRETATION



If you need interpretation or sign language interpretation during the hearing, call **601-965-8800** several days before your hearing to request those services. Alternately, a friend or family member can provide interpretation during the hearing if that is your preference.

## CAN'T CONNECT



If you are having issues connecting to the hearing, call **601-965-8800** to notify the court immediately to avoid a default judgement.