

LOGGING ON TO JUSTICE COURT VIDEO CONFERENCING CIVIL HEARING FROM A *CELL PHONE*

1.

Open the camera app on your phone and focus it on the QR code

* if your camera doesn't automatically read or register the QR code, try looking for the Lifesize app in the app store or go to the Lifesize website via the URL provided.

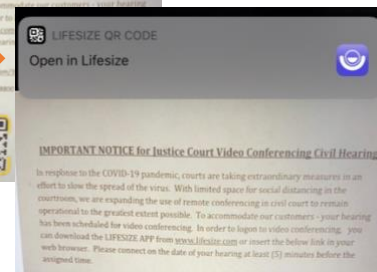
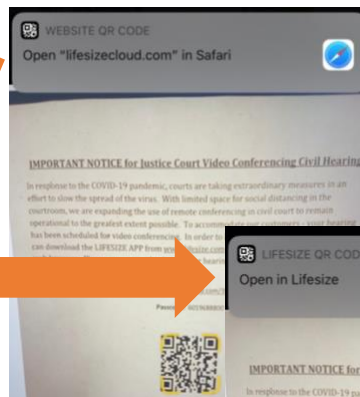


2.

Click on the prompt to open the Lifesize website in your phone's web browser.

Note that the prompt is different if you already have the Lifesize app downloaded to your phone*

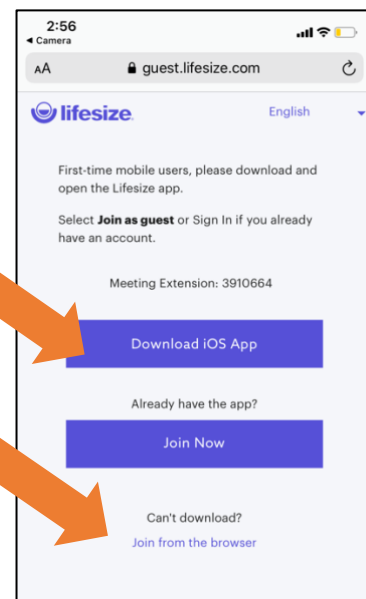
*most first-time users will not already have the app on their phones



3.

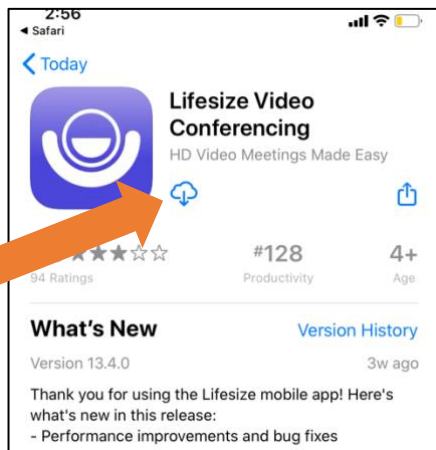
The Lifesize website will ask you to download the app.

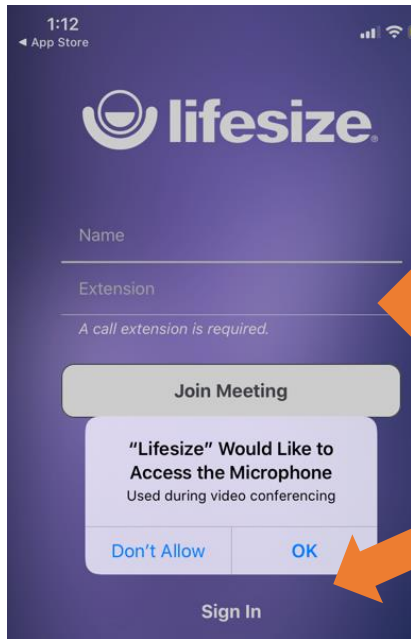
There is also an option in smaller text at the bottom of the screen to join via the website



4.

Download the application from the appstore





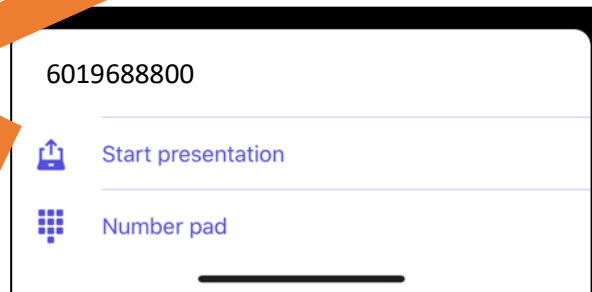
5.

The app should open and go directly into the call. Enter your name, the extension "3910664" and click "OK" to allow the app to access your mic and camera



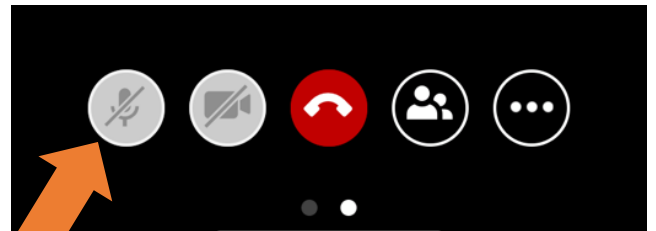
6.

You will be prompted to enter a passcode. Click the button with three dots to access the keypad. Then enter the meeting code you were provided.



7.

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



8.

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.