



# **SCJB Webex Meeting Guide for General Public**

## **Virtual Family Courtroom**

**November 12, 2020**

**South Carolina Judicial Branch  
Office of Information Technology**

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Columbia, South Carolina 29201  
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[www.sccourts.org](http://www.sccourts.org)



**NOTE: You must use Google Chrome. Internet Explorer is not supported by Cisco.**

## Introduction

**Cisco Webex Meeting (Webex Meeting)** is the **Judicial Branch's** method for hosting **Virtual Family Court**. The **Webex Meeting** acts as the courtroom. The Judge is the **Host** of the meeting and his/her administrative assistant (AA) is the **Cohost** of the meeting. The virtual Family Courtroom does not open automatically at a scheduled time. The Judge or AA must start the meeting (open the courtroom for the day's proceedings). The meeting locks immediately upon being opened and no one can join the meeting (enter the courtroom) until they are admitted by the Judge or the AA. Those waiting to join the meeting (enter the courtroom) are waiting in a virtual "lobby". They cannot hear or see what is happening in the meeting (courtroom) until they are admitted. Everything happening in the meeting (courtroom) is private and nothing is live streamed. The Judge will record the proceedings of each case separately, and these recordings are saved and stored in a Master Family Court Account at Court Administration.

This guide will specifically cover the procedures in **Webex Meetings** that will enable you to:

- **Enter and Exit a Virtual Family Courtroom**
  - Expected Department
  - Joining a Family Courtroom
  - Leaving the Family Courtroom
- **Participant Functions**
  - How to Attend a Test Meeting
  - How to Chat with others in the Courtroom
  - How to Present in Court

## Expected Department

**\*\*\*Very Important\*\*\***

Although you will be entering a "virtual" Family Courtroom, you are expected to conduct yourself as if you were in a "brick and mortar" facility (i.e., an actual courtroom in a physical building). Failure to follow the rules and decorum of a courtroom could be punishable by contempt of court. **Please read page 20 with care prior to joining a virtual Family Court proceeding.**



## Joining a Virtual Family Courtroom Proceeding

The general public accesses a judge’s virtual courtroom via **SCJB’s** monthly calendar page.

1. Open a **Chrome** browser and type <https://www.sccourts.org> in the address bar.
2. When the **SCJB** home page appears, select **Calendar>>Monthly View**.

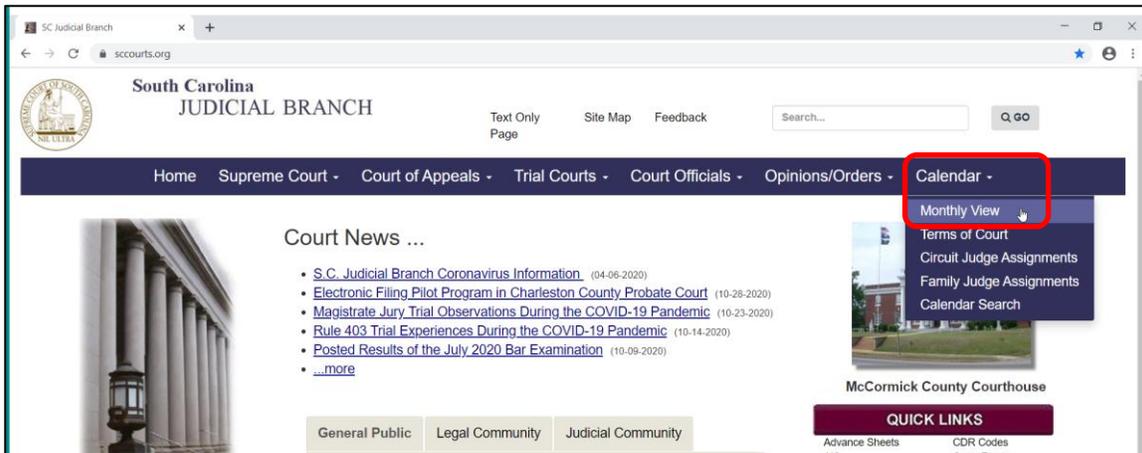


Figure 1: Partial view of SCJB website showing Calendar drop-down menu.

3. The current month’s calendar appears. Find your date for Family Court.



Figure 2: Current monthly view of court dates and links.

4. Click the **Family** link.



Figure 3: Link for Family Court listings.



5. A list of Family Court judges holding court on that date appears.



Figure 4: Partial view of Family Court listings showing new Virtual Courtroom link.

6. Find your judge and click the **Virtual Courtroom** link appearing beneath "Court Reporter(s)".



Figure 5: Specific Judge's Family Court Listing with new Virtual Courtroom link.

7. If the Judge has started the meeting, the screen below appears when you click the Virtual Courtroom link. Click the "Join meeting" button. (Go to step #13.)

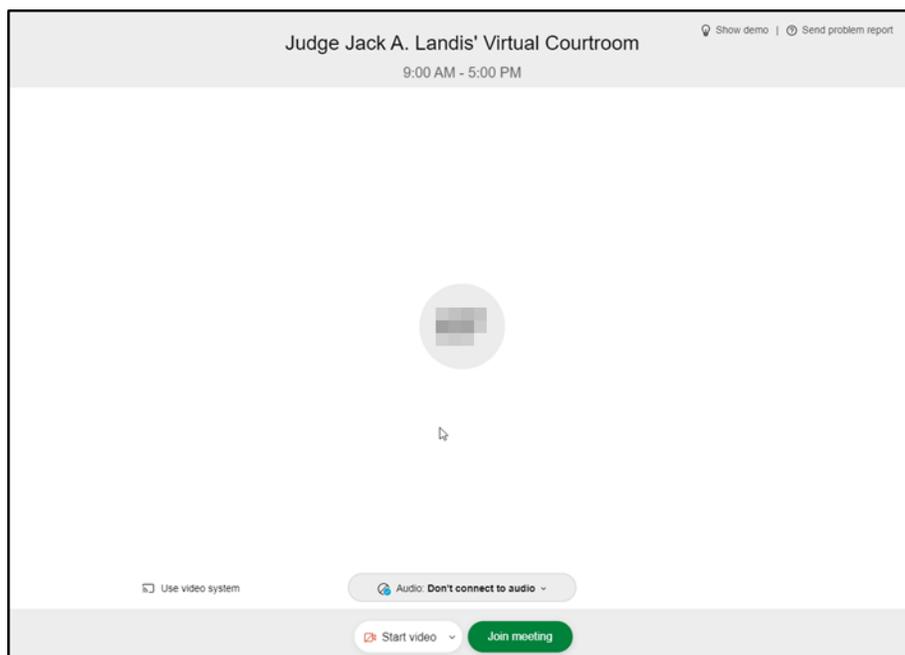


Figure 6: Family Courtroom Entrance Screen When Family Court is Open.



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8. If the Judge has not started the meeting (opened the courtroom for the day's proceedings), several screens appear after you click the Virtual Courtroom link. First, you will see the screen below with a spinning status circle.

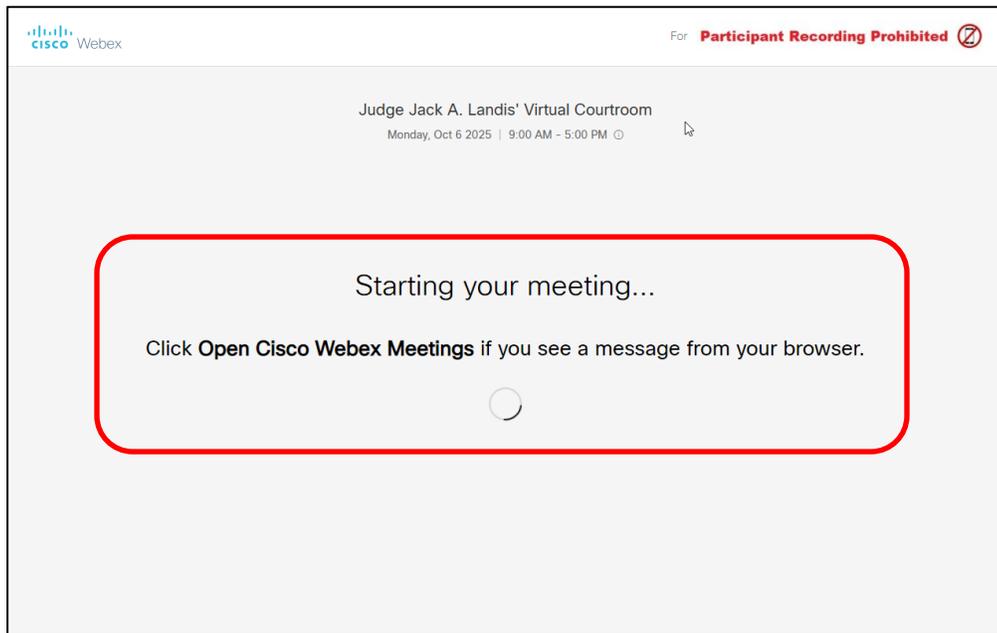


Figure 7: As the meeting starts, a small spinning circle appears on the screen.

9. When the spinning circle stops the screen below appears. Click "Join from your browser".

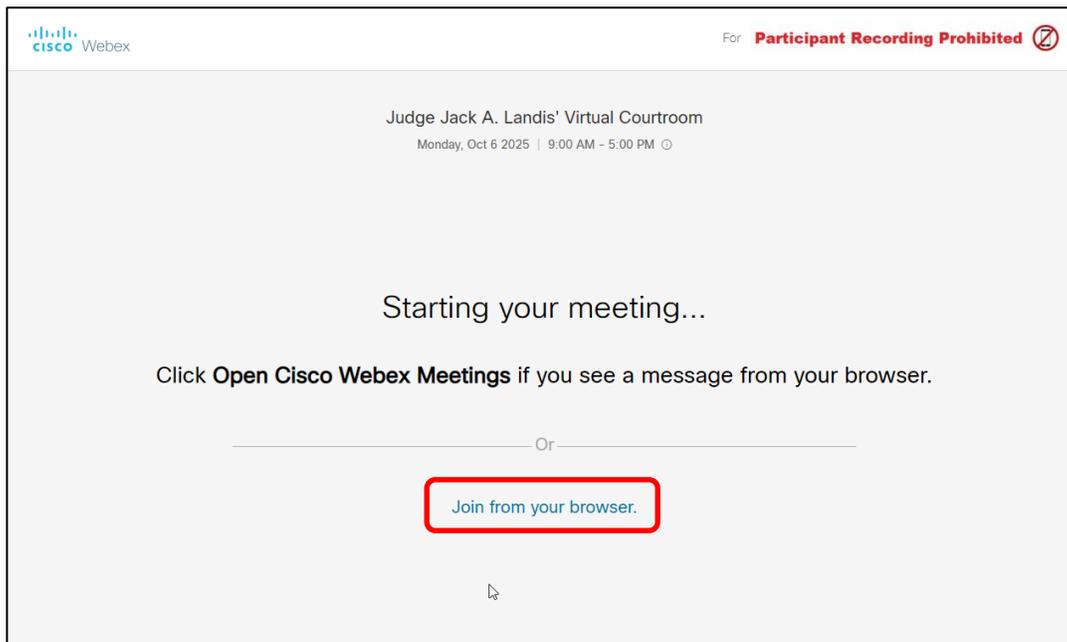


Figure 8: Once the full screen appears, click "Join from your browser".



10. The screen below appears indicating the “Meeting has not yet started.” Click OK.

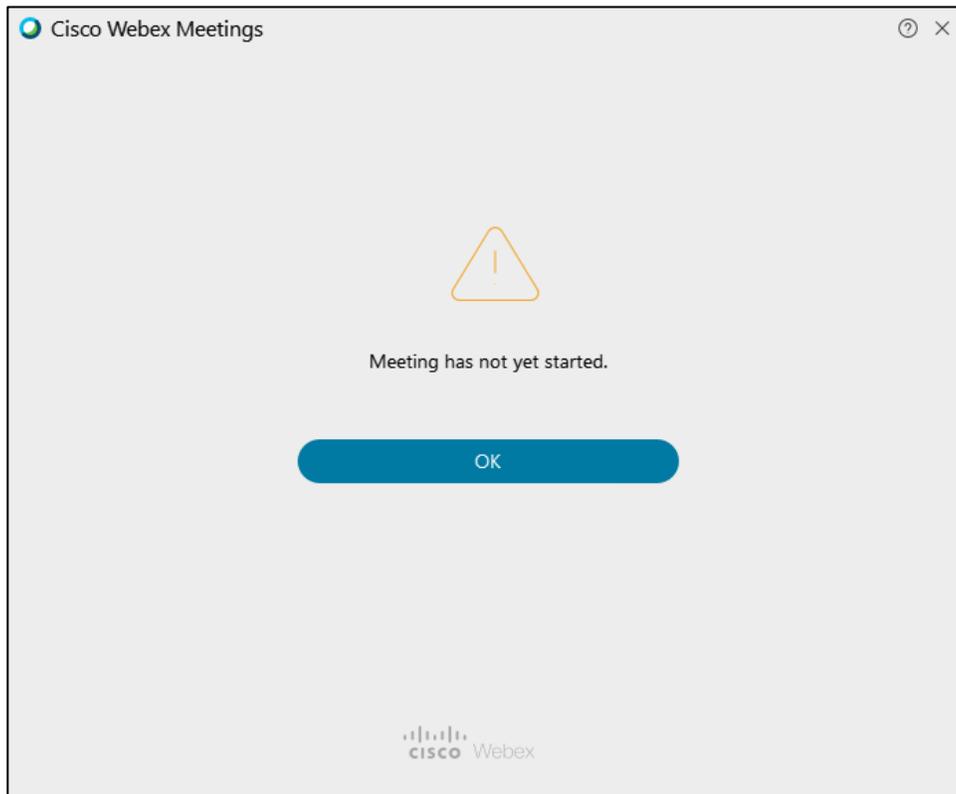


Figure 9: This screen means the Judge has not started the Webex meeting.

11. The screen below appears with the “Join Meeting” button disabled.

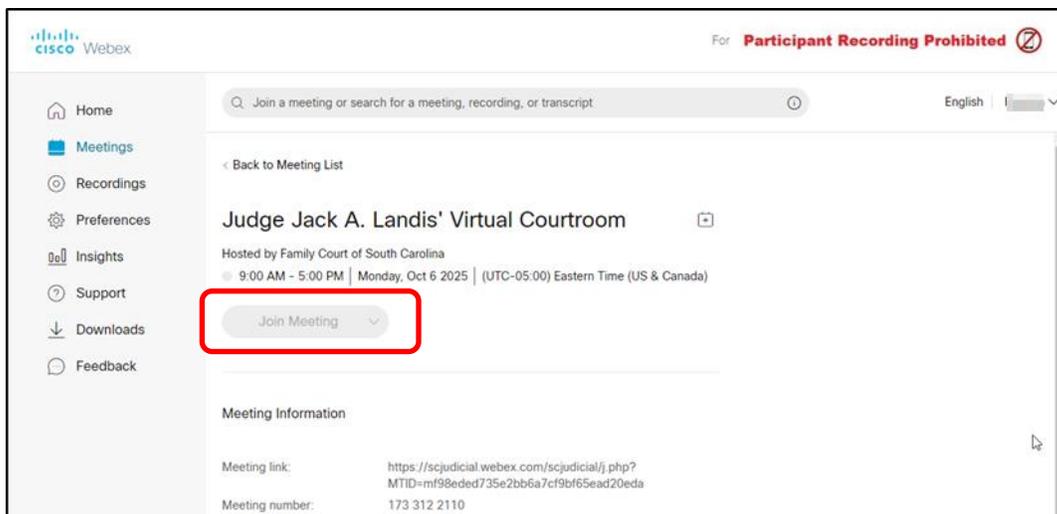


Figure 10: The “Join Meeting” button remains disabled until the Judge starts the Webex meeting.



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12. As soon as the Judge starts the meeting, the screen will refresh and the “Join Meeting” button will become enabled. Click the “Join Meeting” button.

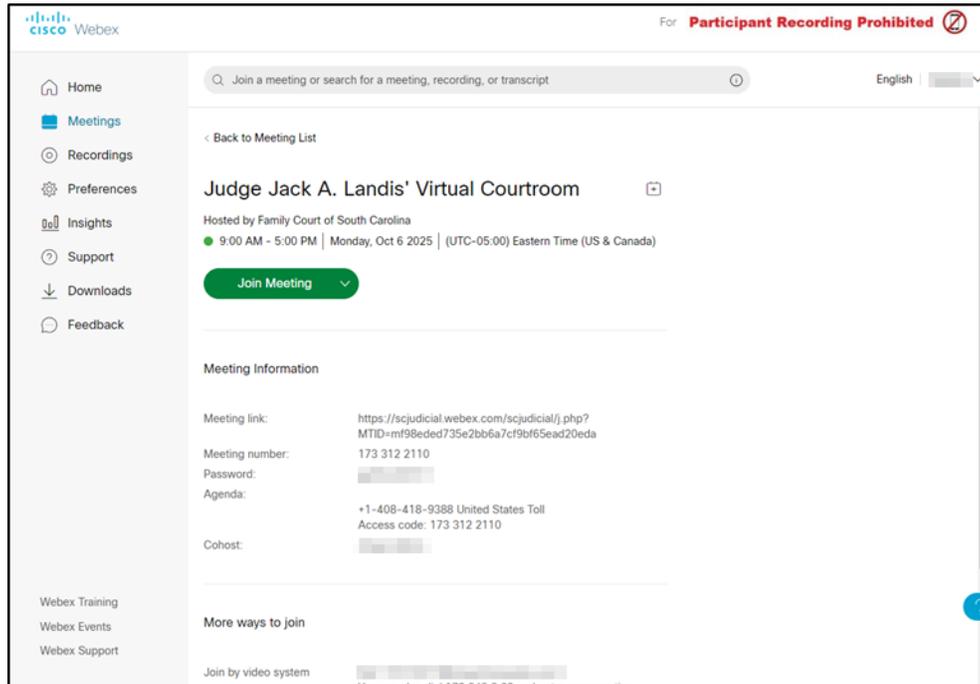


Figure 11: The “Join Meeting” button becomes enabled when the Judge starts the Webex meeting.

13. The screen below appears. When you see this screen, it means that you are in the virtual “lobby” of the courtroom waiting to be admitted by the Judge.

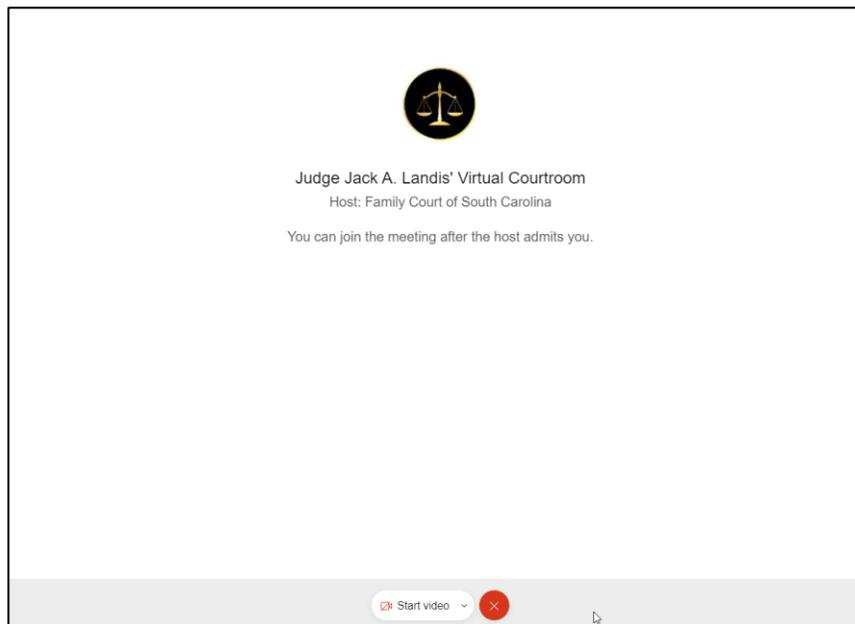


Figure 12: Virtual “lobby” of the virtual Family Courtroom.



14. When you are admitted to the meeting (courtroom), you may see a screen similar to the one in Fig. 13. This screen represents the virtual courtroom. This is the main video window. This is where your video camera image appears, and, if you need to share content during the proceedings, this is where your shared content will appear. You will see the videos of other participants who are using video cameras or you may just see the initials or an avatar image  of those logging in without cameras. If you have no image, your name will appear inside the video box if there is room (see area inside red box in Fig. 14). If there is limited room inside your image window (as in the example shown below), only your initials will appear. If Webex cannot determine what your initials should be (as in the case of the attorneys who add an underscore to their titles to make their names appear at the top of the participant list) an avatar image is used. (Note: Video images have been obfuscated for privacy.)

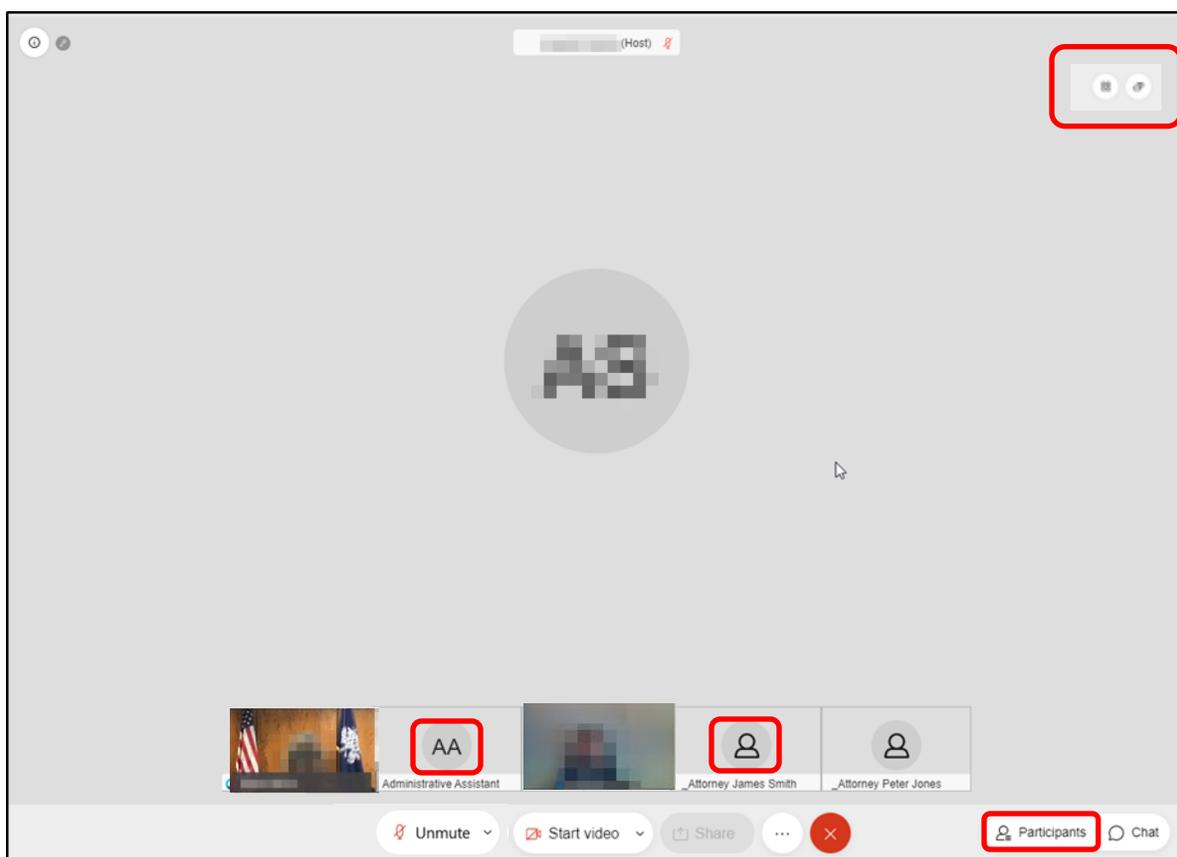


Figure 13: Main video window of virtual Family Courtroom.



15. You can use the Grid view  or Floating view  icons in the upper right-hand corner of the main video window (see Fig. 13) to change the view you see as shown in Fig. 14. Because the video windows are larger, full names appear for those without video images.



Figure 14: Grid View

See a detailed explanation of **Webex Meeting** video views at the following **Webex Meeting Help** link:

<https://help.webex.com/en-us/dy3xzq/Full-Screen-Video-Layouts-in-Cisco-Webex-Meetings-and-Cisco-Webex-Events>

16. The Judge can mute or unmute the microphones of all participants as needed. You can mute/unmute your own microphone as well.

17. If you click the **Participants** button  in the lower right-hand corner of the screen (see Fig. 13), the "Participants panel" opens. You will see a list of the other participants in the courtroom with your own name at the top of the list (in the example below, Edward Wynn is the participant whose screen is being depicted and his name is at the top of the list).

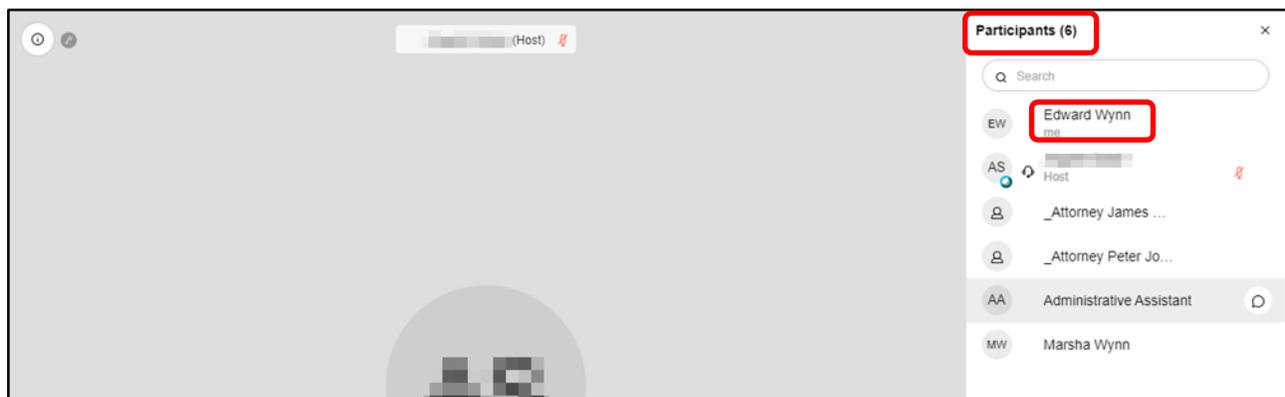


Figure 15: Top view of meeting screen showing "Participants panel" list.



## Leaving a Virtual Family Courtroom Proceeding

There are two ways to leave virtual Family Court.

### Be Returned to the “Lobby”

When the proceedings for your case ends, the Host (Judge) or Cohost (Administrative Assistant) will return you to the virtual “lobby”.

1. As soon as the Host or Cohost returns you to the “lobby”, the following screen reappears. This is the virtual “lobby” area.

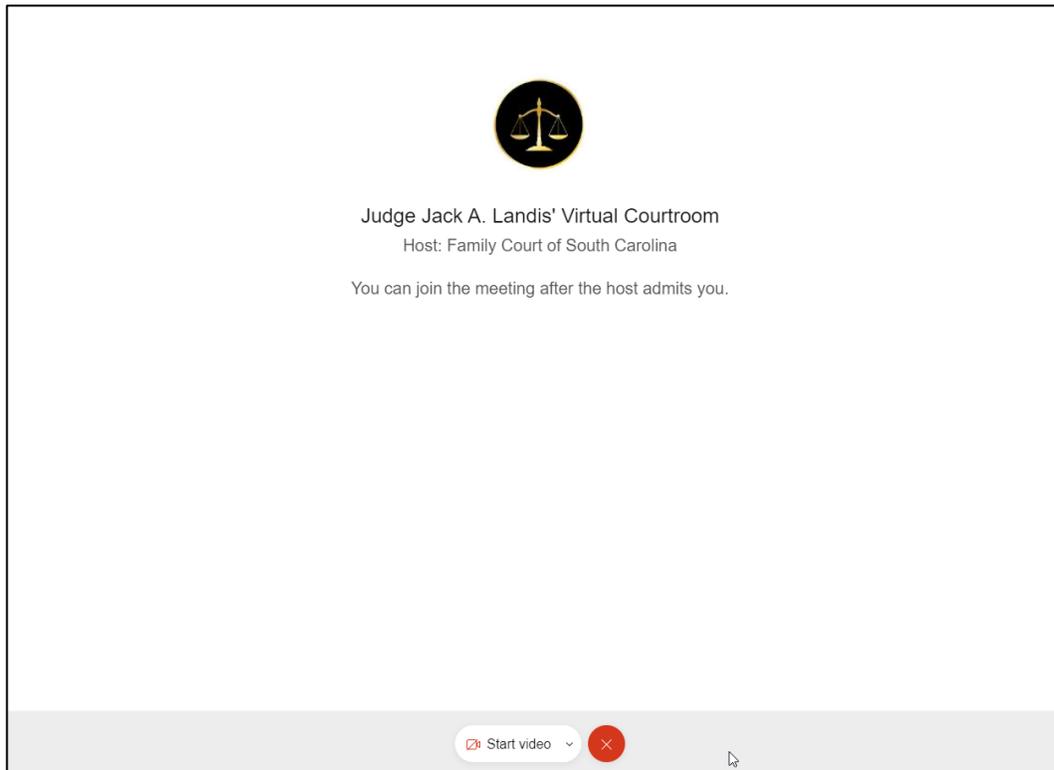


Figure 16: The virtual “lobby” screen.

2. Click the round button with the “X”  to leave the virtual “lobby”.



## Leave from within the Virtual Courtroom

You can leave on your own while still in the virtual courtroom, if necessary. However, it is recommended that you remain in the virtual courtroom until removed to the “lobby”.

1. Click the round button with the “X”  at the bottom of your screen to leave the meeting.

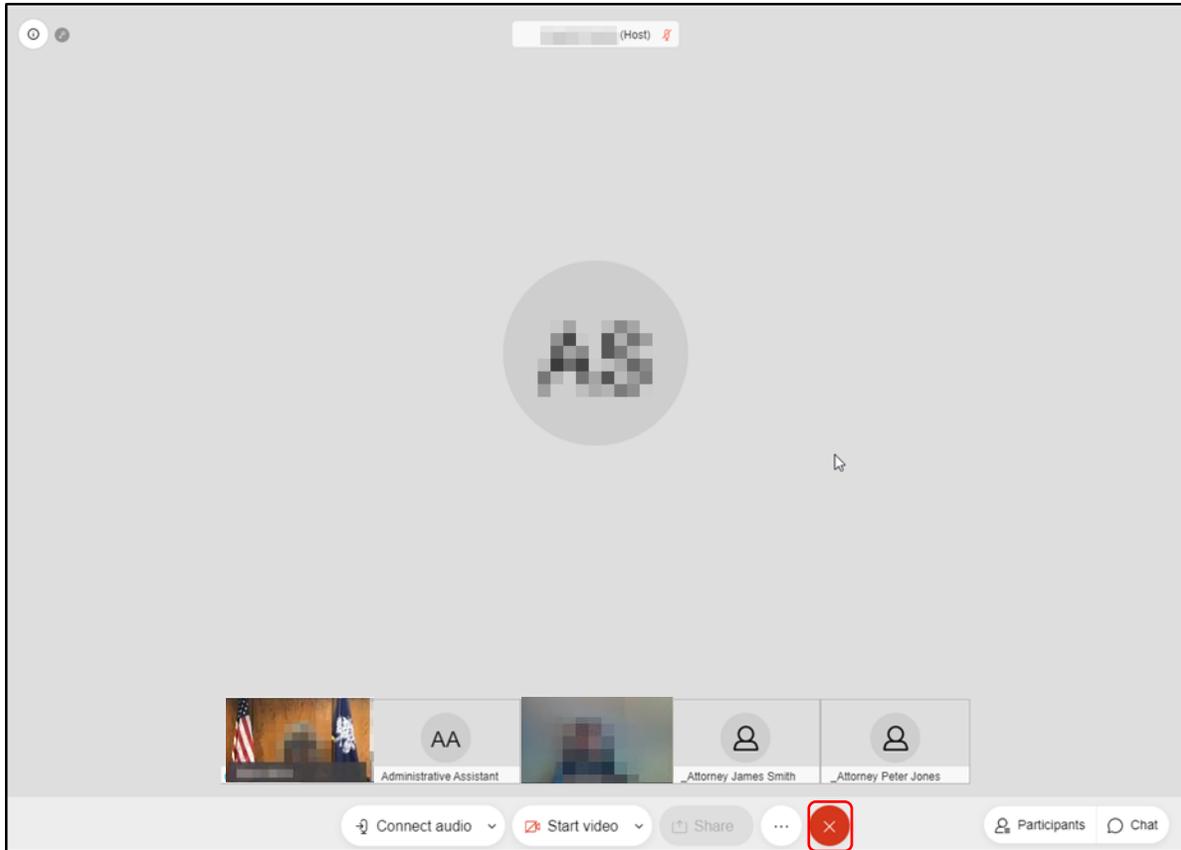


Figure 17: The virtual Family Courtroom.

2. A confirmation window appears. Click “Leave Meeting”.

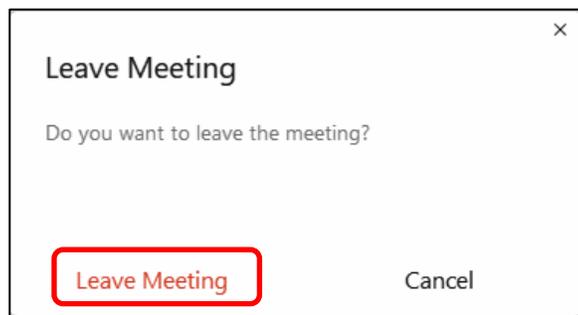


Figure 18: Confirmation window to leave virtual Family Court.



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3. Because the meeting is still open, you get the "Join Meeting" screen again.

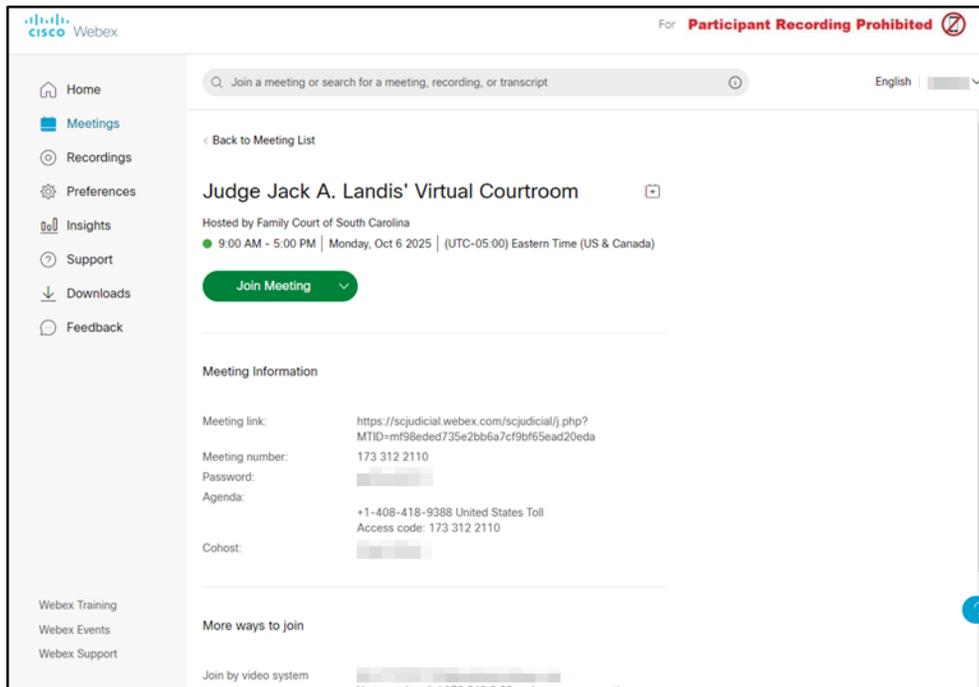


Figure 19: Although you have left the meeting, virtual Family Court is still in session.

4. Close your browser.



## How to Attend a Test Meeting

**Cisco Webex** has a **Test Meeting** available to anyone who would like to become familiar with the different options available in a meeting such as sharing your screen, checking your microphone, or testing your video. The **Test Meeting** is available 24/7, and you are the only one in the meeting when you join it. It requires you to enter your name and e-mail address to join the meeting. There is no Host. There is no limit to the number of times you can access the **Test Meeting**; however, there is a limit to how much time you can spend in the meeting - 10 minutes. Nevertheless, it is a handy tool to make sure you are comfortable with the meeting options and prepared to use them when you join a **Virtual Family Courtroom** proceeding.

Click on the URL below (or copy and paste it into your browser's address area) to go directly to the **Test Meeting** screen.

<https://www.webex.com/test-meeting.html>

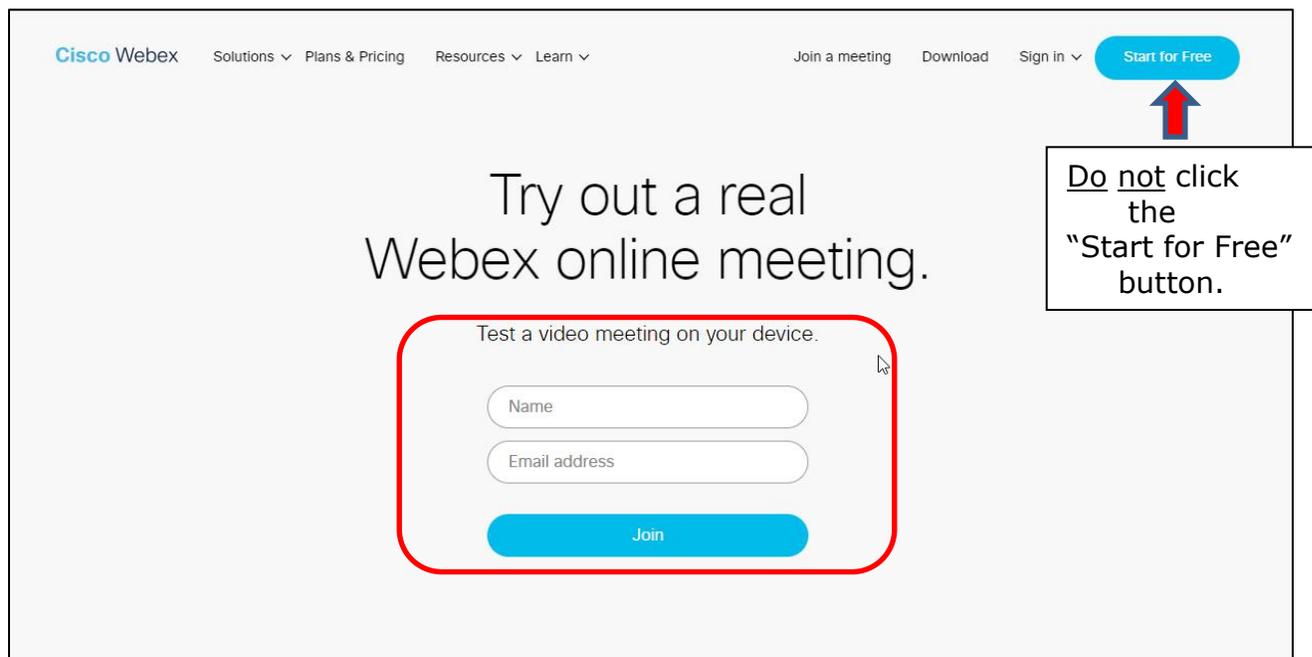


Figure 20: Log-on screen for Webex Test Meeting.

The **Test Meeting** log-on appears. Enter your name and email address and click **Join**. **DO NOT** click the blue "Start for Free" button in the upper right-hand corner. That takes you to a sign-up screen for a free trial of **Webex Meeting**, not the **Test Meeting**. (If you do click the "Start for Free" button, just click the back arrow to return to the **Test Meeting** screen.)

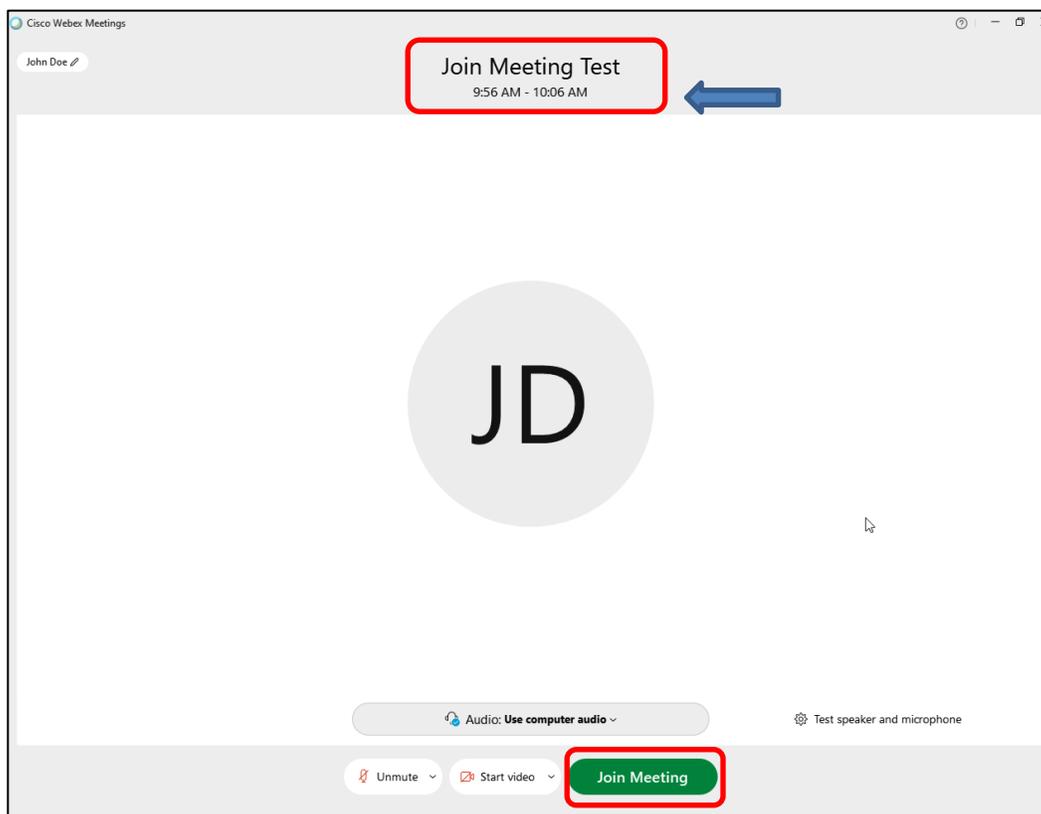


Figure 21: "Join Meeting" screen for Webex Test Meeting.

The **Join Meeting Test** window appears. (Note the meeting duration of 10 minutes.) Click the "Join Meeting" button.

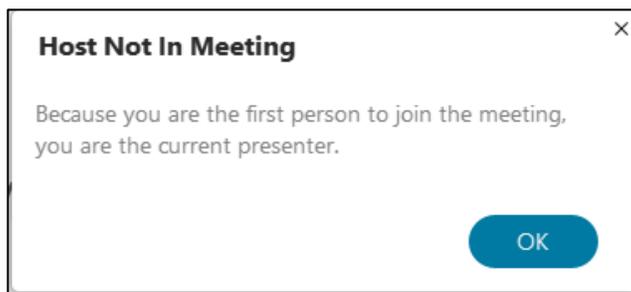


Figure 22: Informational message.

A small "Host Not in Meeting" message window appears. Note that you are joining the meeting as a "Presenter" which means the **Share Content** button will be enabled. Click "OK".

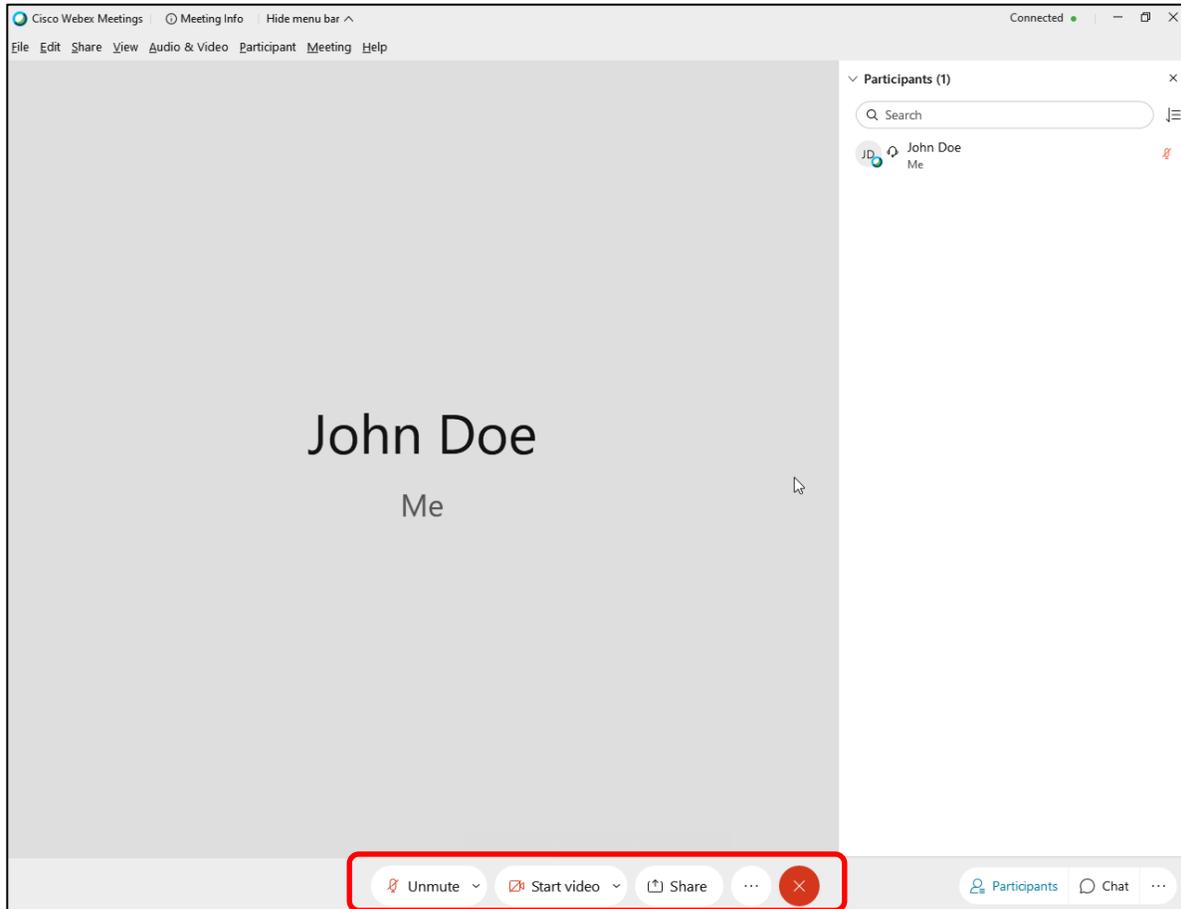


Figure 23: The virtual Family Courtroom with "Participants panel" open.

The full meeting window opens with all the option icons at the bottom of the screen enabled for you to use in your test.

Once you have finished your test, click the red icon with the "X" to leave the meeting. **Note:** If you run over the allotted 10 minutes for the **Test Meeting**, the meeting room disappears abruptly and a message window opens letting you know the meeting has ended. Click "OK".

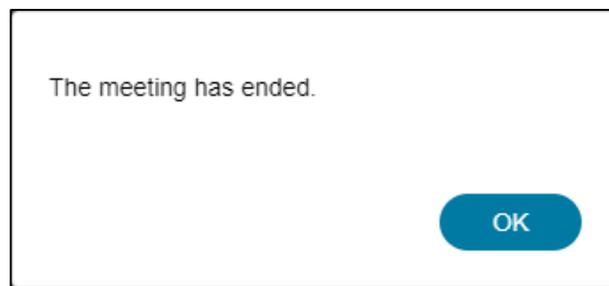


Figure 24: Informational message.

You can start another **Test Meeting** immediately if you need more time.



## How to Chat With Others in the Courtroom

When in the virtual courtroom, you may chat privately with other participants including the Host (Judge) or the Cohost (Administrative Assistant) or send a chat message to everyone in the courtroom.

1. Open the “Chat panel” by clicking the **Chat** button next to the **Participants** button on the bottom right-hand corner of your screen. Initially, “Everyone” is selected in the “Send to” field.

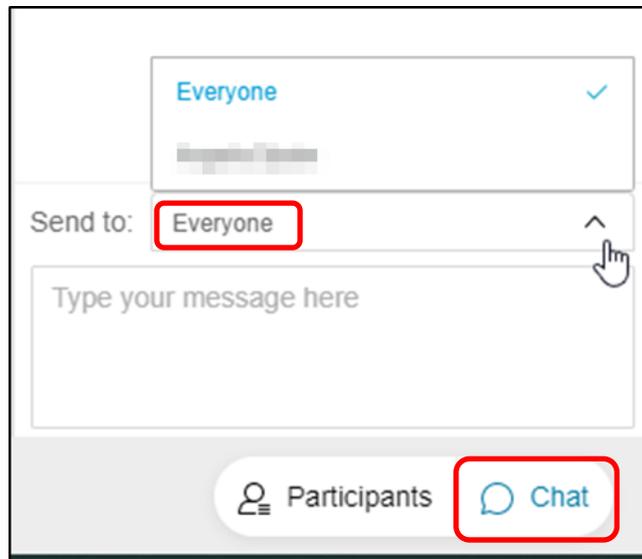


Figure 25: “Send to” area of “Chat panel”.

2. Click the upwards pointing arrow in the “Send to” field to display a list of participants in the virtual courtroom including the Host (Judge) and Cohost (Administrative Assistant).

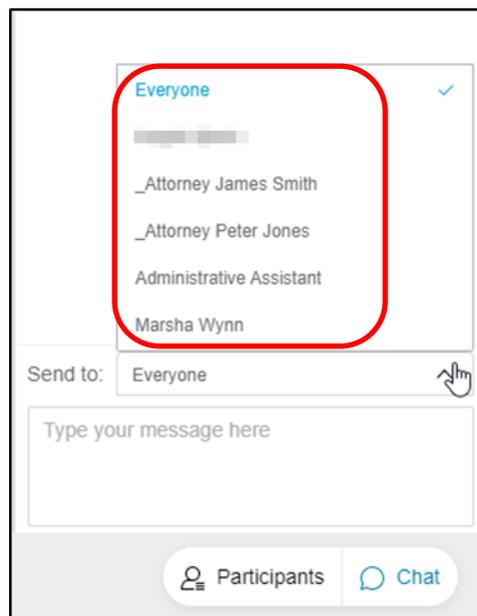


Figure 26: List of participants in “Send to” field.



3. You can select an individual with whom to hold a private chat. Select his/her name in the list, type your message in the message box, and press Enter to send it.

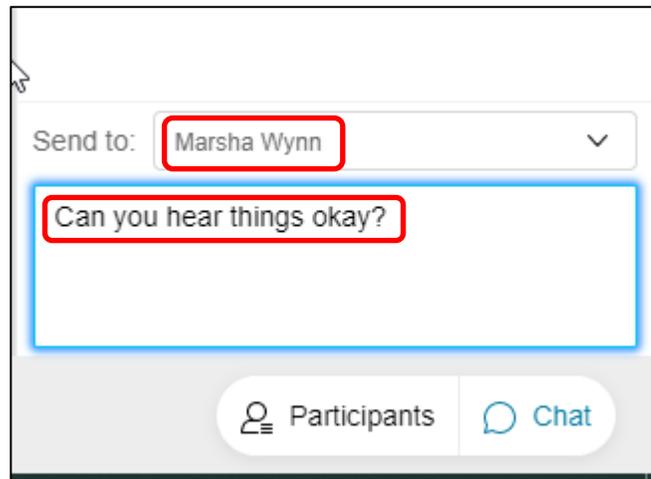


Figure 27: Example of private message prior to sending.

4. The message appears at the top of the "Chat panel" with a timestamp and information about who sent the message and if it is a private chat.



Figure 28: Example of private message after sent.

5. A message sent to everyone looks like the example below.

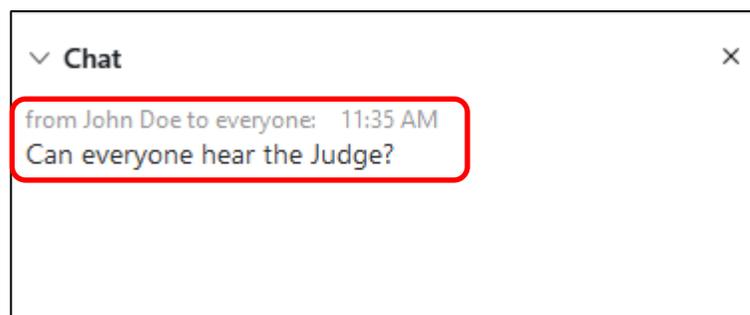


Figure 29: Example of a message sent to everyone in courtroom.



## How to Present in the Virtual Courtroom

1. If you need to share information in virtual court, the Host or the Cohost will need to change your role to that of a "Presenter". This enables the "Share" button at the bottom of your screen and your microphone, if it had been muted.

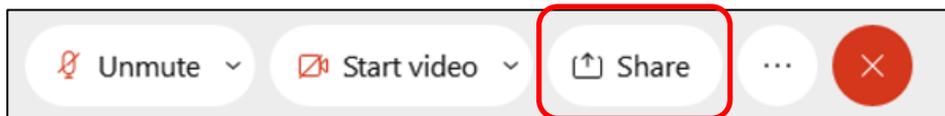


Figure 30: Share Content button enabled.

2. When you click the "Share" button, the Share Content window opens that displays in miniature what you currently have on your screens (if you have more than one screen), and it also shows in miniature all the windows you have open on your computer (as shown in Fig. 31). You may want to close all but the most essential windows when you are presenting in court.

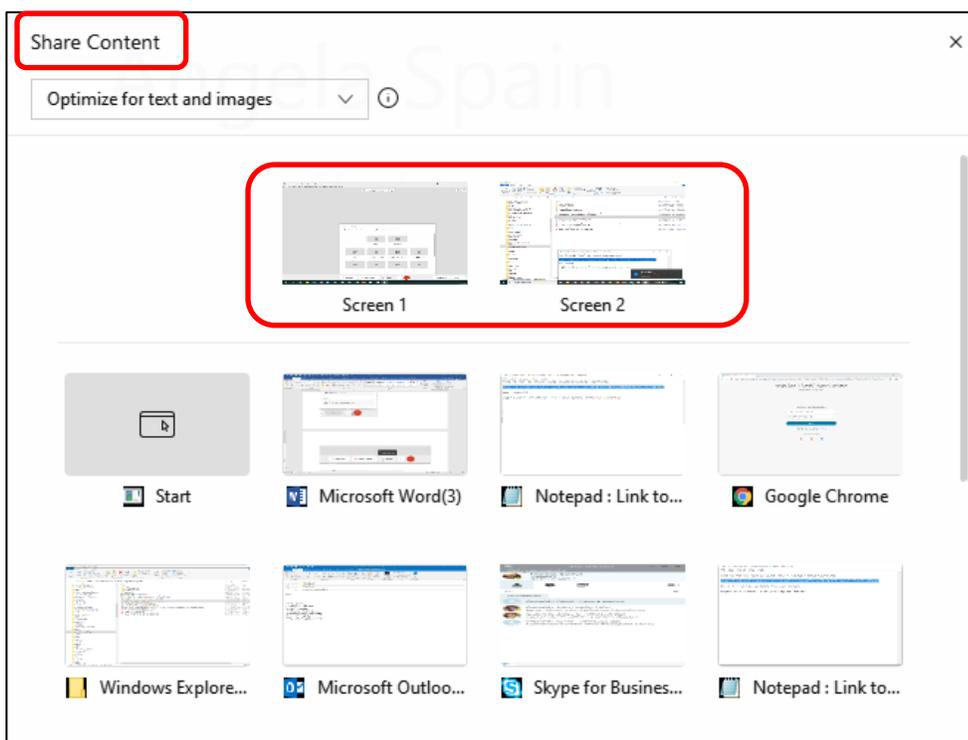


Figure 31: Share Content window.

3. When you scroll to the bottom of the Share Content window, you will see the share content options available to you. In the example below, you can share files, applications, and utilize the whiteboard.

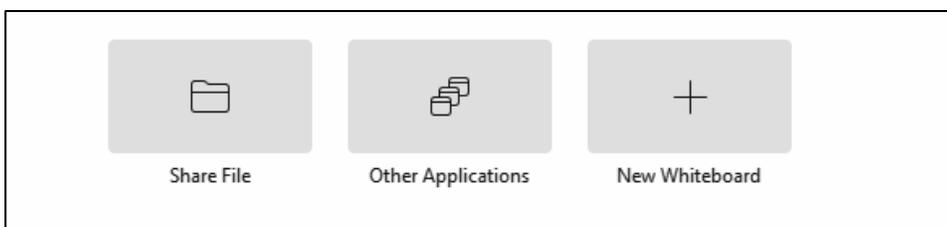


Figure 32: Share Content Options.



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See detailed examples of how to share files, share applications and use a whiteboard at the following **Webex Meeting Help** link:

<https://help.webex.com/en-us/5ddww5/Share-Content-in-Cisco-Webex-Meetings-and-Cisco-Webex-Events>

Remember that you can use the **Webex Test Meeting** discussed earlier on page 13 to practice your presentation prior to attending court.

**\*\*\* Please Read Next Page. \*\*\***



**PLEASE READ CAREFULLY**

YOU ARE ABOUT TO JOIN A REMOTE COURT PROCEEDING. THIS HEARING IS BEING CONDUCTED PURSUANT TO THE AUTHORITY GRANTED TO THIS COURT BY ORDERS OF THE S.C. SUPREME COURT.

- PLEASE MUTE YOUR MICROPHONE UPON ENTERING THE HEARING AND LEAVE IT ON MUTE UNTIL YOU ADDRESS THE COURT. *IT IS VERY IMPORTANT THAT ONLY ONE PARTY SPEAK AT A TIME AND THAT YOU SPEAK CLEARLY.*

- THIS IS A COURT PROCEEDING AND ALL RULES AND DECORUM OF A COURTROOM REMAIN IN EFFECT. VIOLATIONS COULD BE PUNISHED BY THE CONTEMPT POWERS OF THE COURT.

- THIS HEARING IS BEING TAKEN DOWN BY A COURT REPORTER AND IS BEING RECORDED. THERE SHALL ONLY BE ONE RECORD OF ANY PROCEEDING.

- YOU ARE HEREBY NOTIFIED THAT ANY UNAUTHORIZED RECORDING IS PUNISHABLE BY CONTEMPT OF COURT.

- YOU ARE PRECLUDED FROM ALLOWING ANYONE ELSE TO PARTICIPATE IN THIS HEARING IN ANY FASHION WITHOUT THE APPROVAL OF THE PRESIDING JUDGE. YOU ARE ORDERED TO NOTIFY THE COURT IMMEDIATELY IF YOU ARE ALLOWING ANYONE ELSE ACCESS TO THIS PROCEEDING.

**PLEASE BE PATIENT. THE HEARING WILL COMMENCE ONCE ALL PARTIES HAVE JOINED.**