

Remote Hearing Information for Attorneys

[View currently scheduled hearings](#)

Attorneys will receive a WebEx invitation for the hearing. The WebEx will start 30 minutes prior to the scheduled hearing time to allow time for setup and audio/video check. Joining at the beginning of the WebEx is required for all participants.

The only attendees required to have their video on are the judge and the defendant. Counsel may also have their video on, if they so choose. All other attendees, please verify your video setting is set to off once joining the conference. The call-in information for the public is located on the courthouse website at [Access to Criminal and Civil Hearings](#). Other information for attorneys is available at [COVID-19 and Court Operations](#).

Defense Counsel

- The defendant will have a confidential telephone line provided so they can contact you **during** the hearing. Defense counsel is required to provide a secondary line where the defendant can reach you during the hearing. Please provide the courtroom deputy with the phone number for the secondary line once you join the WebEx. The courtroom deputy will provide the number to the defendant. This secondary line will also be forwarded to the interpreter to be used as the line for interpretation.
- The courtroom deputy will provide any additional instructions specific to the hearing in advance of the hearing time.

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WebEx Instructions (Word document)

WebEx Training

Mondays and Wednesdays, 11:30am – 12:00pm

- Getting connected
- Audio connections by laptop (with headset) or by phone.
- How to mute/unmute your audio
- Private phone line for talking to your client (for defense counsel and interpreters)
- WebEx etiquette and tips

To attend a training session, send an email to helpdesk_wawd@wawd.uscourts.gov indicating your name, phone number, and the date you want to attend. You will receive a WebEx invitation within 24 hours. Training sessions are limited to 15 participants.