

VIDEO CONFERENCING INSTRUCTIONS JUDGE VICTORIA JOHNSON

It is best to use this system in a quiet room. Download and Run Webex **BEFORE** the day of your virtual hearing to ensure you know how the app works.

1. Open Google Chrome.
2. Type <https://www.webex.com/> in the address bar and hit enter.
3. Click "Join" link at top right of screen.
4. Type **2556 570 8966** in the enter meeting box and hit enter.

Join a Meeting




2556 570 8966

You will get this screen until Judge Johnson starts the virtual hearing:

Victoria Johnson's Personal Room
You can join the meeting after the host lets you in.



You will see the Judge on the screen once she turns on her camera.

To mute yourself, click on the  icon. To unmute, click the icon again. Click the  icon to turn on your camera. If you want to leave the hearing, click the  icon.

IMPORTANT

1. **Webex works best on a laptop, tablet, or desktop.** The Court recognizes that not all individuals have access to those devices. If you are using a cellular device, position it on a flat surface so it is stationary and not moving around. Your camera should be positioned directly in front of you at eye level. Your device should be charged and your internet connection stable. This should be done **BEFORE** the hearing begins.
2. **Pay Attention to Your Background. This is a legal proceeding.** The Judge will see whatever is behind and around you. Sitting in front of a solid, neutrally colored wall is best. At no time during the hearing should you be operating a vehicle or be a passenger in a vehicle.
3. **Choose a quiet place for your virtual hearing. This is a legal proceeding.** Remain muted. Do not unmute at anytime unless you are called upon to speak.
4. **Dress Appropriately for Court. This is a legal proceeding.**
5. **Do not record the hearing. This is a legal proceeding.** You are not authorized to record the virtual hearing, record audio, or take screenshots.
6. **If you have problems getting on the meeting, please email the person who sent you the notice or subpoenaed you or email vcarruthers@dougherty.ga.us.**

****This is a legal proceeding. Failure to adhere to these instructions may result in you being expelled from the hearing and ordered to appear in person.**