



The **Virtual Gallery** is the equivalent to sitting in the courtroom audience while waiting for the case to be heard. Before you are admitted into the **Virtual Well** (main Teams meeting) for your hearing, you will be able to view your **Remote Appearance Schedule**, open **Courtroom Monitoring** to monitor the courtroom, review important **Announcements**, and **Chat** with and **Call** other attendees individually and as a group.

You will hear a ringtone alert and receive a popup message to join the **Virtual Well** session when the judicial officer is ready to hear your matter.

Click the **Join Now** button.

The red alert appears above the Remote Appearance Schedule once your hearing has started.

Remote Appearance Schedule shows your upcoming appearance schedule for that day. Click the arrow to view additional details such as the Attendee Name, Party, and back-up telephone number (as shown). Do not use the back-up telephone number unless necessary.

View official **Announcements** such as Remote Court Etiquette and a Camera and Mic Test. Click **View all** to see additional announcements.

The screenshot shows the LACourtConnect interface with several key sections:



- Header:** LACourtConnect logo, navigation links (Home, Registration, Interpreters, Help, Log out).
- Virtual Gallery Title:** VIRTUAL GALLERY OF THE SUPERIOR COURT OF CALIFORNIA
- Alerts:** A red alert banner reads: "Important: Your remote hearing has started. Close your browser now" button which is now active." A white popup message says: "Case Number: 22STPB03243. You are requested to join SMC Probate 67. Please click on the Join Now button to enter the courtroom." with a "Join Now" button.
- Remote Appearances Schedule:** A table showing a "Petition Hearing - AM0419053316, Subject-1633 - Conservatorship - Case 22STPB03243" with a "Join now" button.

Attendee	Party	Back-up-dial in number
Henry R Joseph - Attorney (lasc.tqm+AttyS122STPB03243@gmail.com)	Subject-1633 AM0419053316 Subject	Telephone Dial In #: (213) 761-4141 Pin: 7550-4480
- Announcements:** Includes "Camera and mic test", "Remote Court Etiquette", and "LACC Announcement Pre-Prod".
- Courtroom Monitoring:** A video player for "SMC Probate 67".
- Online Chat Room:** Search bar and list of participants: OtherS1 Witness, Andrew Brown, Subject-1633 AM0419053316.
- Footer:** "Before joining your remote appearance, download Microsoft Teams application for web or mobile."



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Courtroom Monitoring allows you to monitor ongoing court hearings for the courtrooms you are registered for that day. Courtroom Monitoring opens a new web browser tab for each courtroom.

Click on  or  to start watching the courtroom.

View All displays all of your Courtroom Monitoring broadcasts in a new web browser tab.

IMPORTANT: Before joining a hearing, close all **Courtroom Monitoring** tabs.

The **Online Chat Room** displays a list of the people who are currently online in the Virtual Gallery. Audio participants are not shown. Initiate a chat, audio call (no video), or video call with an individual or group of people.

Note: Chats are not stored or monitored by the Court.

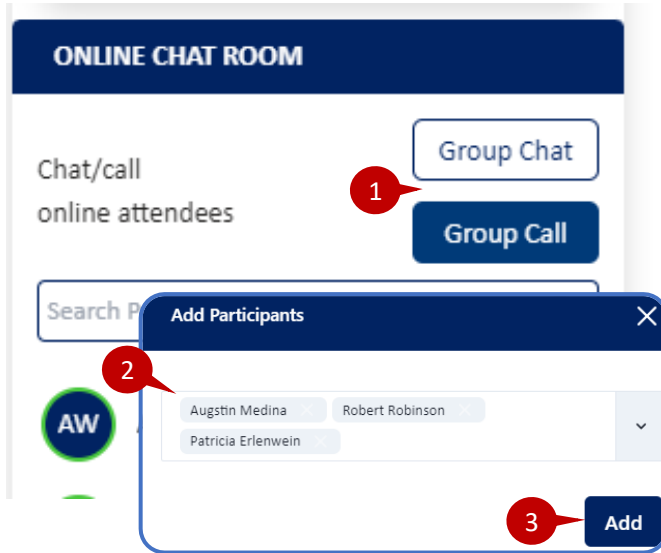
The **Microsoft Teams app** is strongly recommended for remote appearances. Click the arrow to download.



Group Chat and Group Call (Audio [no video] Call or Video Call)

For a conversation with multiple people in the Virtual Gallery, initiate a Group Chat or Group Call.

1. In the Online Chat Room, select the **Group Chat** or **Group Call** button.
2. The **Add Participants** field appears. Select the names of the people you want to include in a group chat or call.
3. To start the chat or call, click **Add**.



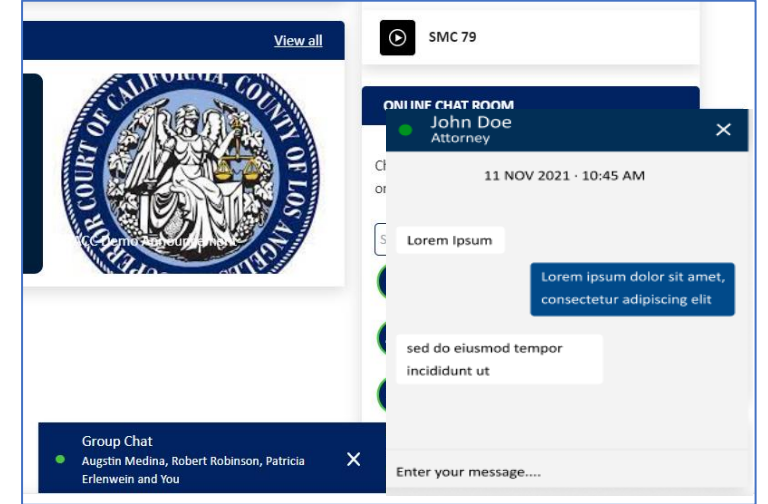
Individual Chat and Calls (Audio [no video] Call or Video Call)

1. To have a conversation with a selected individual, click on the **icon** next to their name.



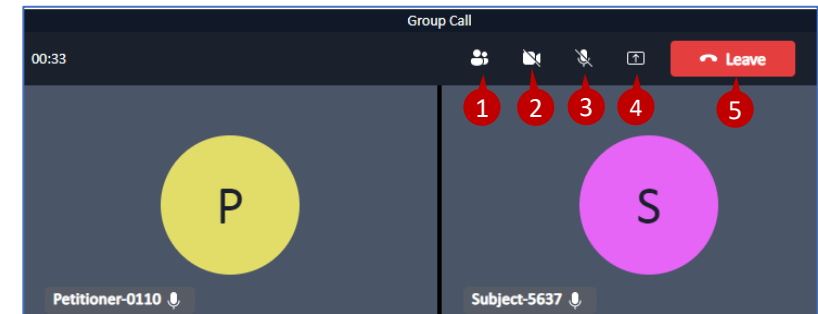
Chat Features

- Each chat opens in a separate window.
- Chat windows will appear on the bottom right of the screen.
- Click the blue header of the chat to open/minimize the window.



Audio [no video] Call and Video Call Features

1. View participants
2. Turn on/off video for Video Call
3. Mute/unmute microphone
4. Share screen or file for Video Call
5. Leave call



IMPORTANT: Make sure to leave the call before joining a hearing.



Courtroom Monitoring provides the ability to monitor proceedings in the courtroom(s) for which you have a scheduled hearing that day. This is available while waiting for the hearing(s) to initiate.

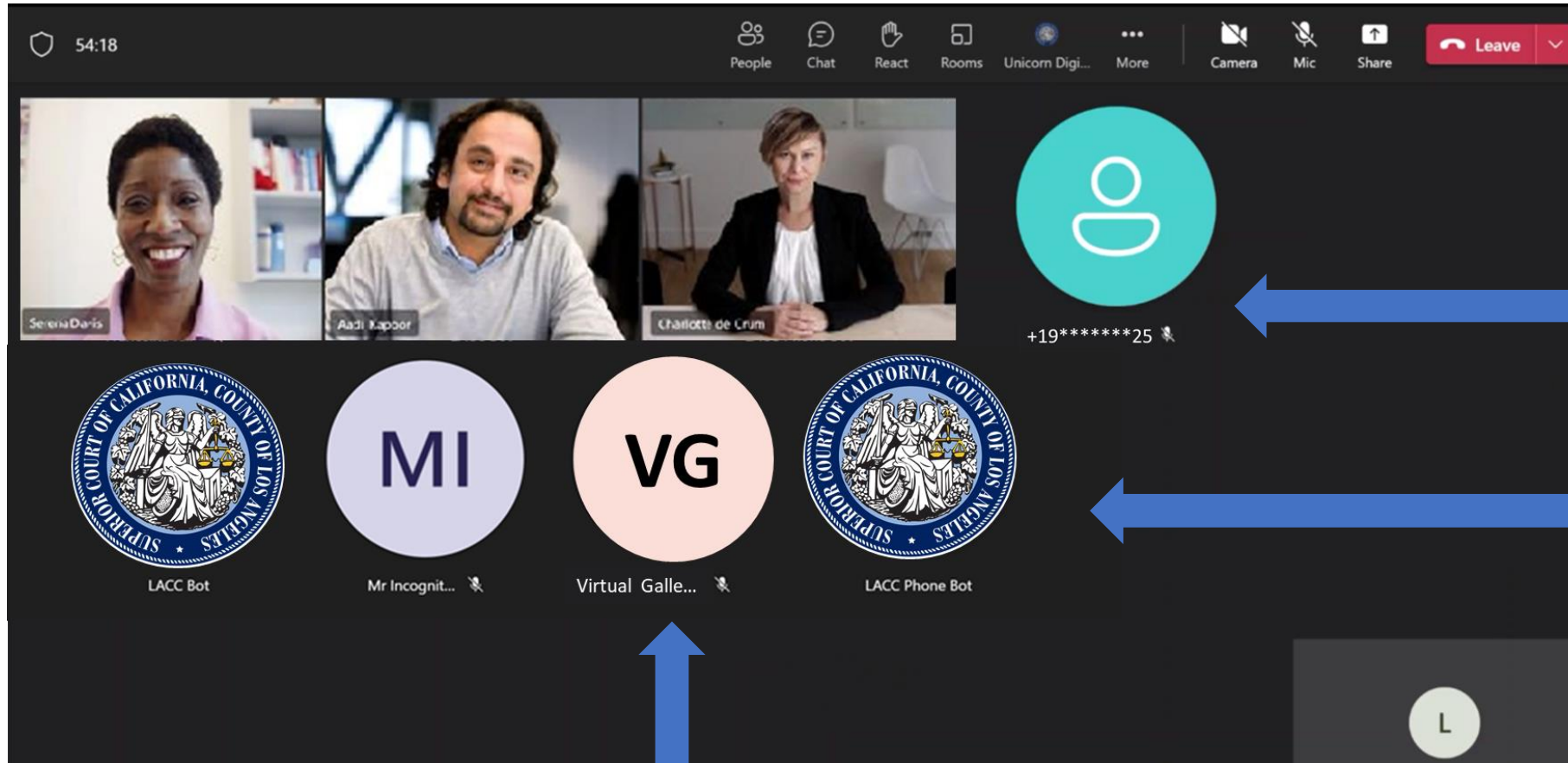
You will hear a ringtone alert and the red alert appears above the courtroom once your hearing has started.


To join the hearing, click **Leave**. This will close the Courtroom Monitoring Tab. Then, from the Virtual Gallery tab, click **Join now**.

IMPORTANT: Before joining a hearing, close ALL Courtroom Monitoring tabs. If you hear an echo during your hearing, verify that all Courtroom Monitoring tabs have been closed.



The **Virtual Well** is where people meet to have their case heard within the courtroom. Once the hearing initiates, participants are moved from the Virtual Gallery into the Virtual Well. The Virtual Well launches in the Microsoft Teams desktop application or a Teams compatible web browser. The judicial officer and courtroom staff are working in this meeting space. **IMPORTANT:** Use the Teams App (not web browser) for the best experience.



When your hearing is completed, you will be asked to leave the session. Click  Leave

A partial number is an audio participant who is in the virtual well. Only the first and last two digits are shown for privacy purposes.

Ignore the LACC Bots – they assist the courtroom clerk.

“VG” is a Virtual Gallery participant who is observing the hearing.



If you are scheduled to appear in multiple hearings that day, you may return to the Virtual Gallery to wait for your next appearance. You must click on

UPDATE ATTENDANCE

every time you return to the Virtual Gallery from the Virtual Well.

LACourtConnect
A new way to appear remotely.

Home Registration Interpreters Help **Log out**

VIRTUAL GALLERY OF THE SUPERIOR COURT OF CALIFORNIA

Hello Ajmal (ajmal@cxunicorn.com)! Here is your remote appearance schedule for today.
Note: You will be invited to join the session when the judge is ready to hear your matter. If your hearing has already begun, your 'Join now' button will be green and you may click it at any time.

Back from your hearing?
Click to update your attendance in the Virtual Gallery

UPDATE ATTENDANCE

Important: Your session has started. Click on the green "Join now" button to move to the hearing. This browser tab will now close and you will be required to reopen the Virtual Gallery to attend other hearings.

REMOTE APPEARANCES SCHEDULE

07:00 PM 05/19/2022	Parental Rights Hearing - BEN SOLO vs. LEIA JEAN ORGANA - Case SW2297LO 1228004-20220519-TU_TEST_004	Join now IN PROGRESS
09:00 PM 05/19/2022	Emancipation Request - BEN SOLO vs. LEIA JEAN ORGANA - Case SW2297LO 1228004-20220519-TU_TEST_004	Join now UPCOMING

If you do NOT have another hearing or wish to leave, please log out of the Virtual Gallery tab after your hearing ends.