

Schedule Your Appearance



Sign in → Step 1. Search for a Case

- At <https://www.lacourt.org/lacc/>, click [Scheduling your remote appearance](#)
- Click **Schedule**
- Click **Sign in**

Step 1. Search For A Case >> Step 2. Provide Info

Enter your full case number, letters and numbers.

Enter Case Number:

- Enter Case Number

Step 2. Provide Information About Attendee

*Attendee An Attorney A Party to the Case Other ◀ Attendee is? Attorney/Party/Other

*Attendee Name: ◀ Attendee's name (Attorney and Other only)

*Attendee Role: ◀ Describe role in hearing (Other only)

*Attendee Email: ◀ Attendee's email address

*Confirm Email: ◀ Attendee's email address (confirm)

*Attendee Phone: ◀ Attendee's phone (for court with late notice)

*Party Name: ◀ Name of Party attendee is associated with

Additional e-mail: ◀ Optional 3 more confirmation emails

Step 3. Select Events

- Check-mark hearings to appear at.
- Choose video or audio from drop-down.

Event Time	Event Description	Appearance Type	** Registration Fee	Total Fees
<input type="checkbox"/> 8/18/2020 8:30 AM	CON040 - Initial Status Conference	==Select Type==		
<input checked="" type="checkbox"/> 8/20/2020 10:30 AM	CON057 - Status Conference	Video \$23.00	\$23.00	\$23.00
<input checked="" type="checkbox"/> 8/25/2020 1:30 PM	MOT260 - Hearing on Motion to Compel Deposition	Audio \$15.00	\$15.00	\$15.00
<input type="checkbox"/> 8/27/2020 8:30 AM	MOT280 - Hearing on Motion to Compel Production	==Select Type==		

Multiple hearings at same date/time/case...

Select them all, make all video or all audio to ensure that an action on one hearing does not disrupt other hearings.

See the User Guide for other scheduling scenarios:

<https://www.lacourt.org/documents/LACCWhatyouneedUG.pdf>

Note: At Step 4, the total of all fees will appear. But when payment is collected after the hearings, you will be charged only one fee for hearings on same case at same date/time

Step 4. Finalize & Pay

- Confirm Step 3 info.
- Go to Payment Site
- Save the confirmation email so you can connect to the hearing!

Selected Events						
Event Time	Case Number	Case Caption	Event Description	Dept	Type	Amount
8/7/2020 1:30 PM	20STFL00049	Name08060938, Petitioner1 vs Name08060938, Respondent1	Restraining Order Hearing	LA_CEN_SMC_D_87	Video	\$23.00 Remove
8/7/2020 1:30 PM	20STFL00049	Name08060938, Petitioner1 vs Name08060938, Respondent1	Order to Show Cause re: Contempt	LA_CEN_SMC_D_87	Video	\$23.00 Remove
8/7/2020 1:30 PM	20STFL00049	Name08060938, Petitioner1 vs Name08060938, Respondent1	Order to Show Cause Hearing	LA_CEN_SMC_D_87	Video	\$23.00 Remove
						*Total \$69.00

Prepare for a Successful Remote Hearing

Test your setup before your hearing

For video appearances and for audio appearances if via computer app:
Comply with Technical Specifications (in the Help Center at <https://lacourt.org/lacc/>).

Test Internet speed

1. Go to Google.com.
2. Search for **internet speed test**.
3. Tap or click **Run Speed Test**.

You should have a minimum of 3.0 Mbps download and 3.0 Mbps upload.
MORE BANDWIDTH IS BETTER!

Test webcam, speakers, and microphone using the Meeting Readiness Test:

<https://lacourtvideo.sonexis.net/helper>

For each test...

Press here to start testing: 

This next button appears and may persist after test results appear; click it if you want

Testing... Please Wait... 

Did you see/hear what's expected?

NO. Try another device.

YES

If you don't get the expected result for a given component, you might need to replace that component. Accessory (not built-in), wired components, in combination with the Chrome browser, give the best performance.

For more detailed suggestions on equipment, settings, and etiquette, consult the "Tips for a Successful Remote Appearance" section of the User Guide in the LACourtConnect Help Center at <https://lacourt.org/lacc/>.

And remember...

Arrange your physical setting

For video appearances

- (For video) Arrange yourself and your lighting so your face is neither in shadow nor overlit.
- (For video) Make your background uncluttered but distinctive.

For all appearances

- Minimize noise in your surroundings (indoors and from outside).
- Improve your room's acoustics with soft surfaces.

Practice good online etiquette

For video appearances

- Position your webcam to focus squarely on your face, and so that your head nears the top of the frame.
- Look into the webcam, not the screen, when you speak.

For all appearances

- Consult with each other ahead of time about how you'll communicate privately if some hearing participants are appearing via video and others via audio-only.
- Gather the papers and other items you need ahead of time. And don't rustle papers needlessly during the hearing.
- Connect to LACourtConnect 15 minutes before your scheduled hearing time.
- Speak distinctly and, if you're a fast talker, slow down a bit. There might be participants with limitations you don't know of, such as hearing impairments.

Appear Remotely by Audio

Test Audio and Speed (Three Times) If Using a Computer App

- 1 Before the day of the hearing. See page 2 for test utility instructions.
- 2 Do a test run with a colleague, using an app such as Skype, WebEx, or Zoom (Web version, not download).
- 3 After connecting to the courtroom (15 minutes ahead of hearing). Click the Settings icon (see Meetings Control below) and test again.

Connecting to Your Hearing via Calling Device or Computer App

- 1 Find your confirmation email.
- 2 Dial the 10-digit conference number listed in the email.
- 3 Listen for case to be called (you're muted until then).
- 4 Enter the ID and PIN as prompted.

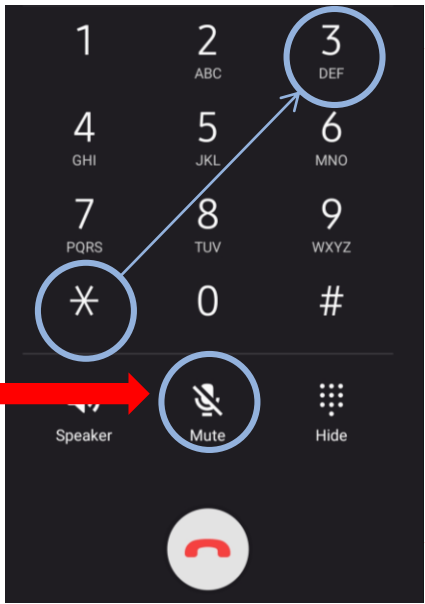


How to Join Your Remote Event

Call the conference phone number: **(833) 558-7882**

	Event Date & Time	Dept	Case Number	Conference ID*	Conference PIN
	7/2/2020 9:00 AM	M	12-FF1234	00012	33445

Meeting Controls



AUDIO ON/OFF
Press Mute.

ALERT OPERATOR (RAISE/LOWER HAND)
Dial *3.

LEAVE
Hang up.

Appear Remotely by Video



Test Webcam, Audio, and Speed (Three Times)

- 1 Before the day of the hearing. See page 2 for test utility instructions.
- 2 Do a test run with a colleague, using an app such as Skype, WebEx, or Zoom (Web version, not download).
- 3 After connecting to the courtroom (15 minutes ahead of hearing). Click the Settings icon (see Meetings Control below) and test again.

Connecting to Your Hearing by Video

- 1 Find your confirmation email.
- 2 Click either link (in the table or below it).
- 3 Listen for case to be called (you're muted until then).
- 4 If you have audio issues in the hearing, **mute your mic and turn off your speaker**, dial the **Backup Audio** number from the email, enter the Backup ID and PIN.

LACourtConnect <LACourtConnect@lacourt.org>
Remote Appearance Confirmation

Event Date & Time	Dept	Case Number	Event Description	Amount	Conference ID*	PIN	Backup Audio Conf ID	Backup Audio PIN
10/29/2020 9:00 AM	BEN_SMC_D_1	20STCV10148	Hearing on Motion for Change of Venue		86157761	7985	1224001	06120

* Conference ID Video Link
86157761 <https://lacourt.sonexis.net/conference/join?autoJoinPasscode=86157761&autoJoinPin=7985&conf=1224001>

Meeting Controls

LEAVE
Disconnects from the hearing.

AUDIO ON/OFF
Mutes and unmutes your mic; you can still be seen.

SETTINGS
Opens a panel at the left side of the screen for use in testing your configuration.

SHARE SCREEN
Usable at the judicial officer's discretion.

ALERT OPERATOR (RAISE/LOWER HAND)

VIDEO ON/OFF
Shows and hides your image; you can still be heard.

FULL SCREEN
Expands window.