




San Diego Superior Court Virtual Hearings Tip Sheet

SMARTPHONE MOBILE DEVICE OR TABLET

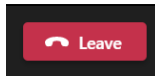


Microsoft Teams App on Android Devices


1. Search for 'Microsoft Teams' on the Google Play Store 
2. Click **Install**.
3. Microsoft may require you to sign in or create a free Microsoft account to sign in.
4. To test your Teams connection, click on this [test link](#).
IMPORTANT: THIS IS SOLELY A TEST LINK. THIS IS NOT THE LINK YOU WILL USE FOR YOUR HEARING. ON THE DAY OF YOUR HEARING, YOU NEED TO LOG IN TO THE LINK FOR YOUR SPECIFIC DEPARTMENT. PLEASE REFER TO THE [COURT WEBSITE](#) FOR YOUR ASSIGNED COURT DEPARTMENT LINK.
5. Join as a guest.
6. Enter your name. First Name, Last Name and Party Description (for example, Amy Smith - Petitioner).
7. Select "Allow" or "Ok" if asked to allow Teams to record audio or allow Teams to access your camera.
8. Once connected successfully, you will see a message saying "We'll let the people in the meeting know you're waiting."
9. All participants will wait separately in a virtual lobby. You will see a screen indicating "Someone in the meeting should let you in soon." The courtroom clerk will admit each participant into the hearing when ready to do so. Please wait patiently and do not exit the lobby if you are not immediately admitted. If you

have joined the meeting early, or if the Court is delayed, the lobby may time out. If this occurs, please re-join the meeting.

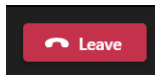
10. After the courtroom clerk admits you into the meeting, you will hear and see the courtroom and other participants. The courtroom clerk may ask you to confirm your name and case. Please unmute your mic and enable your camera.
11. Once you're done, click on the red Leave button to end the meeting.



Microsoft Teams App on Apple Devices


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**In the event of a Microsoft Teams outage,
virtual hearings will be held via Zoom**

Zoom App on Android Devices

1. Search for 'Zoom on the Google Play Store' 
2. Click **Install**.
3. No need to create a Zoom Account if you don't have one.
4. To test your Zoom connection, click on this [test link](#).

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5. Click the direct link to the virtual hearing on Zoom from the [Court's website](#) or enter the Meeting ID from the website.
6. Enter your name. First Name, Last Name and Party Description (for example, Amy Smith - Petitioner).
7. Click Join.
8. Select "Allow" or "Ok" if asked to allow Zoom to record audio or allow Zoom to access your camera.
9. Once connected successfully, you will see a message saying "The meeting host will let you in soon."
10. Once you're done, click on the red **End** button to end the meeting.



End

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