

1st J.D. WebEx Instructions for Court Hearing Participants

WebEx allows for video conferencing for Meetings and Court Hearings. All participants can appear through video conferencing in a virtual meeting room. If a party does not have video capability, they can call/be called into the “meeting room” by phone. **All court hearings will be on the record.**

Joining the Virtual Courtroom (2 methods):

- (1) Join via web, or
- (2) Join via phone

Instructions for Joining the Virtual Courtroom

(1) Join via Web (from a cell phone or a computer)

- First you will need to download Cisco WebEx (for free) onto your cell phone or computer (*see page 6 for instructions for smart phones, and page 7 for computers*).
- To join the web conference, you need three pieces of information:
 - Which Judicial Officer/Division is hosting the hearing,
 - Judicial Officer’s Web link (*see pages 2 to 5*), and
 - Judicial Officer’s Meeting Number/ Access Code (*see pages 2 to 5*)

(2) Join via Phone

- Participant calls in
For this you need three pieces of information:
 - Which Judicial Officer/Division is hosting the hearing,
 - WebEx “join by phone” #: 720-650-7664 **OR** 1-415-655-0001
 - Judicial Officer’s Meeting Number/Access Code (*see pages 2 to 5*)

or

- The Court calls the participant
 - The Court will call a participant at a specified time.
 - The participant or counsel will need to provide the court with a working phone number prior to the court hearing.
 - The participant must be available to participate when the Court calls.

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1st Judicial Jefferson District Court Bench WebEx Meeting “Hosts”			
Judicial Officer	Div.	Meeting Nmbr / Access Code	Judicial Officer’s Web Link
JUDGE OEFFLER	1	929 865 108	https://judicial.webex.com/meet/Lily.Oeffler
JUDGE BACHMEYER	2	923 421 134	https://judicial.webex.com/meet/Chris.Bachmeyer
JUDGE PILKINGTON	3	923 323 325	https://judicial.webex.com/meet/D01_Div3
JUDGE RUSSELL	4	922 792 025	https://judicial.webex.com/meet/Tamara.Russell
JUDGE LOCHARY	5	928 875 684	https://judicial.webex.com/meet/Robert.Lochary
JUDGE ZENISEK	6	926 582 107	https://judicial.webex.com/meet/Christopher.Zenisek
JUDGE TIGHE	7	920 679 619	https://judicial.webex.com/meet/Laura.Tighe
JUDGE KLEIN	8	923 127 870	https://judicial.webex.com/meet/1stJDDivision8
JUDGE ARP	9	924 818 977	https://judicial.webex.com/meet/Randall.Arp
JUDGE MEINSTER	10	926 961 413	https://judicial.webex.com/meet/Ann.Meinster
JUDGE VRIESMAN	11	920 639 466	https://judicial.webex.com/meet/JudgeVriesman
JUDGE MCNULTY	12	925 475 453	https://judicial.webex.com/meet/Philip.McNulty
JUDGE HUNT	14	928 614 307	https://judicial.webex.com/meet/Diego.Hunt
JUDGE VANGILDER	15	496 514 585	https://judicial.webex.com/meet/Judge.VanGilder

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Judicial Officer	Div.	Meeting Nmbr / Access Code	Judicial Officer’s Web Link
JUDGE MAGID	A	925 654 692	https://judicial.webex.com/meet/Corinne.Magid
JUDGE MELTON	B	926 696 153	https://judicial.webex.com/meet/Jennifer.Melton
JUDGE GARRIDO	C	925 269 060	https://judicial.webex.com/meet/Sara.Garrido
JUDGE SARGENT	D	922 252 292	https://judicial.webex.com/meet/Harold.Sargent
JUDGE CARPENTER	E	920 005 374	https://judicial.webex.com/meet/Verna.Carpenter
JUDGE MOORE	F	923 151 837	https://judicial.webex.com/meet/KJ.Moore
JUDGE RANDALL	G	920 101 530	https://judicial.webex.com/meet/Mark.Randall
JUDGE VANCE	H	927 444 382	https://judicial.webex.com/meet/Tom.Vance
JUDGE BURBACK	J	921 669 198	https://judicial.webex.com/meet/Bradley.Burback

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1st Judicial District Magistrate Bench WebEx Meeting “Hosts”			
Judicial Officer	Div.	Meeting Nmbr / Access Code	Judicial Officer’s Web Link
MAGISTRATE SCHAEFER	L	921 566 399	https://judicial.webex.com/meet/Joel.Schaefer
MAGISTRATE ALLEN	O	920 364 188	https://judicial.webex.com/meet/Bryce.Allen
MAGISTRATE LOEWER	P	921 062 029	https://judicial.webex.com/meet/Ryan.Loewer
MAGISTRATE CARRITHERS	Q	929 968 639	https://judicial.webex.com/meet/Jason.Carrithers
MAGISTRATE TIMS	R	921 283 125	https://judicial.webex.com/meet/Marianne.Tims
MAGISTRATE FITZGERALD	S	920 720 983	https://judicial.webex.com/meet/Andrew.Fitzgerald
MAGISTRATE SCHAEFER	T - Traffic	921 566 399	https://judicial.webex.com/meet/Joel.Schaefer
MAGISTRATE ALABISO	U	929 435 017	https://judicial.webex.com/meet/Jamin.Alabiso
MAGISTRATE GOEKE	V	922 241 939	https://judicial.webex.com/meet/Judith.Goeke
DIVISION Y	Y	Rotating	
MAGISTRATE DE BOYES	Z	925 476 230	https://judicial.webex.com/meet/Abby.DeBoyes

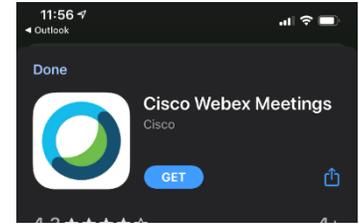
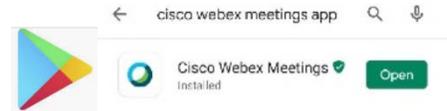
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1 st Judicial Gilpin District Court Bench WebEx Meeting "Hosts"			
Judicial Officer	Div.	Meeting Nmbr / Access Code	Judicial Officer's Web Link
JUDGE VRIESMAN	G	920 639 466	https://judicial.webex.com/meet/JudgeVriesman
JUDGE TAYLOR		922 056 889	https://judicial.webex.com/meet/David.Taylor

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Cisco WebEx Meetings for Smart Phones

1. On your I-Phone or Android, go to the app store:
2. Search for Cisco WebEx Meetings and download the app.



3. Find out which judicial officer is hosting the hearing, then look up that judicial officer's link and meeting number (see pages 2 to 5).

1 st Judicial Jefferson District Court Bench			
WebEx Meeting "Hosts"			
Judicial Officer	Div.	Meeting Nbr / Access Code	Judicial Officer's Web Link
JUDGE OFFLER	1	929 865 108	https://judicial.webex.com/join/Lly.Offler
JUDGE BACHMEYER	2	923 421 134	https://judicial.webex.com/join/Chris.Bachmeyer
JUDGE PILKINGTON	3	923 323 325	https://judicial.webex.com/join/DO1_Div3
JUDGE RUSSELL	4	922 792 025	https://judicial.webex.com/join/Tamara.Russel

- **Using the Meeting Number/Access Code.** Open the WebEx Meeting app and click on the green "join meeting" button. You will be prompted to enter the meeting number, your name, and email address.
 - **Using the Link.** Click the "Join Meeting" button.
 - It will then potentially try to open in your web browser. If it does, click on "open".
 - You will then be directed to the app where it will prompt you to enter your name and email.
4. The app will ask for permission to access your microphone and camera. Please hit "ok" for both and click "join" to officially connect to the meeting/court hearing.

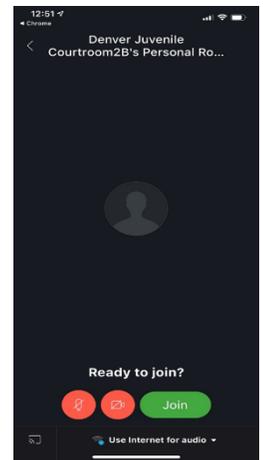
5. The red icon looking like this means the **microphone is OFF**:



6. The red icon looking like this means the **camera is OFF**:



7. If the above icons are grey, this means your microphone and video are active.



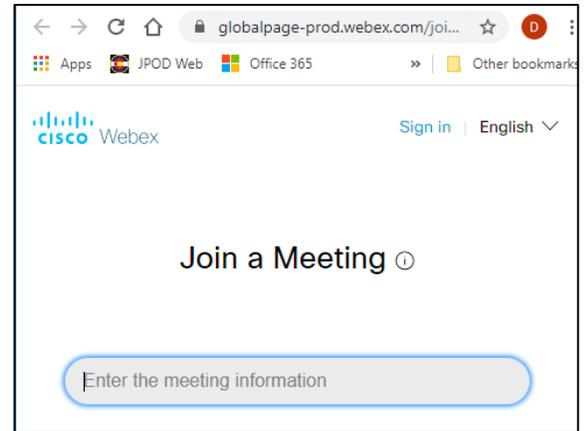
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Cisco WebEx Meetings for Computers

1. In your computer browser, **click on the link** to go to the Cisco [Webex Join Meeting page](#). (Or you can **click on the link for the judicial officer** found on pages 2 to 5).

2. Type in the Meeting Number/Access Code for the judicial officer who is hosting the hearing (see pages 2 to 5).

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JUDGE PILKINGTON	3	923 323 325	https://judicial.webex.com/meet/D01_Div3
JUDGE RUSSELL	4	922 792 025	https://judicial.webex.com/meet/Tamara.Russell

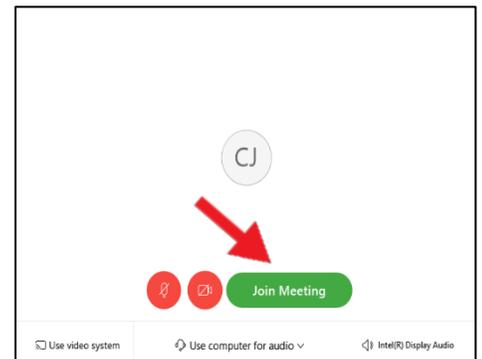


3. Let it open "Cisco WebEx Meetings", it might need to download if you have not previously used it. From there, you will be in the virtual courtroom of the judicial officer. You will not join the meeting until you click the green "Join Meeting" button.

4. If the microphone and video buttons are red, you are muted and not on camera.

5. If you click on the red buttons they will turn gray and you will then be unmuted and on video.

6. Click the green "Join Meeting" button when you are ready.



To help ensure that the virtual/phone conference meeting can be most effective and successful for all participants, here are some helpful hints to follow:

#1. **Please mute your phone/computer audio while not speaking.** You should only unmute when you want to speak. This helps greatly in reducing background noise.

#2. Please state your name before speaking. Or wait to be called on by the Meeting Host. The meeting/discussion will run most efficiently if one person speaks at a time.