

SMC system

CITY OF WOODSON TERRACE MUNICIPAL DIVISION  
21<sup>st</sup> JUDICIAL COURT  
ST. LOUIS COUNTY



4323 Woodson Road  
Woodson Terrace, MO 63134  
(314) 427-2600 (Phone) (314) 427-0571 (Fax)  
[court@woodsonterrace.net](mailto:court@woodsonterrace.net)

## COURT DATE NOTICE

### WEBEX VIRTUAL HEARING

\* Citations Issued since January 2020

Your Court appearance will now be held via WEBEX VIDEO CONFERENCE on your given court date at 5pm.

Meeting ID: 2481 263 4585

Password: 1234

Webex video conferencing is a *free program* utilizing a web browser or smart telephone.

If you do not have access to either of these devices, you must contact the court *prior to* your court hearing date.

Use of WEBEX VIDEO is under the direction of the Mo. Supreme Court and the Presiding Judge of the 21<sup>st</sup> Judicial Circuit.


#### Logon To Webex Using A Computer/Browser:

1. Go to [www.webex.com](http://www.webex.com)
2. Click: Join A Meeting
3. Enter the Meeting Number: 2481 263 4585 hit enter
4. Enter the Password: 1234
5. Click: Join Meeting (if browser isn't supported, click "open the Webex Meetings app".)
6. Enter your first and last name as it appears on your citation/ticket. Attorneys, please put ATTORNEY.
7. Enter your email
8. Select: Use Computer Audio
9. Make sure the VIDEO/CAMERA AND MICROPHONE ICONS ARE TURNED ON.



10. Click Join Meeting

#### Logon To Webex Using A Cell Phone:

1. Download the Cisco Webex Meetings App 
2. Click: Join Meeting
3. Enter the Meeting Number: 2481 263 4585
4. Enter your first and last name as it appears on your citation/ticket and your email. Attorneys, please put ATTORNEY.
5. Click on "Join" at the top right.
6. Enter the Password: 1234
7. After you are admitted, make sure the VIDEO/CAMERA AND MICROPHONE ICONS ARE TURNED ON.



8. Select: Use Internet for Audio
9. Click: Join

\*You will be allowed to **check-in** as early as 4:30, no later than 6:30.

**After joining, you will be placed in a virtual lobby until the clerk checks you in. It works just like "in-person" you are in a Virtual Line. It is possible to wait in the court room sometimes an hour or more, depending on the size of the docket, how many charges each person has, what those charges are, etc.**

**It may take a while until the host admits you. Please be patient.**

#### PLEADING GUILTY WITHOUT A COURT APPEARANCE

If you wish to plead guilty as charged **before** this Court date, please see the attached fine and cost list for applicable offenses.

\* If you can pay your fines and costs online go to [www.courts.mo.gov/casenet](http://www.courts.mo.gov/casenet) (enter case#, then click Plead and Pay), by mail, or in person at the Court Building. Not ALL charges are applicable, if your charge is not on the list you MUST appear.

#### FAILING TO APPEAR

This is an actual court hearing for which you are scheduled. Failure to appear for your court proceeding via Webex or failing to contact the Court prior to your hearing date, may result in a warrant for your arrest **or a hold being placed on your license.**

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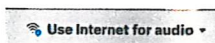
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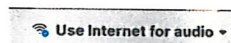
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