

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



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Woodson Terrace, MO 63134  
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## COURT DATE NOTICE

### WEBEX VIRTUAL HEARING

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.

Use Internet for audio -

Join

10. Click Join Meeting

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

1. Download the Cisco Webex Meetings App 
2. Click: Join Meeting 2481 263 4585
3. Enter the Meeting Number:
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.

Use Internet for audio -

Join

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

\*You will be allowed to **check-in** as early as 4:30,

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.