

CITY OF WOODSON TERRACE MUNICIPAL DIVISION
21ST JUDICIAL COURT
ST. LOUIS COUNTY



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

COURT DATE NOTICE

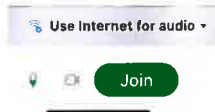
WEBEX VIRTUAL HEARING

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 21ST Judicial Circuit.



Logon To Webex Using A Computer/Browser:

1. Go to 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 [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.

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.