

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

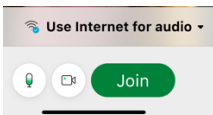
Court appearance is held via WEBEX VIDEO CONFERENCE **OR** “In-Person” **on the assigned court date at 5:00 P.M.**
In-Person is held from 5 pm to 6 pm ONLY, the doors are opened promptly at 4:45pm, and are promptly locked at 6 pm.
Meeting ID: 2552 974 5343 Password: 1234

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

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:

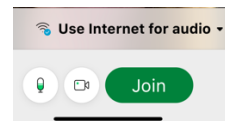
1. Go to www.webex.com
2. Click: Join A Meeting
3. Enter the Meeting Number: 2552 974 5343 hit enter
4. Enter the Password: 1234
5. Click: Join Meeting (if browser isn’t supported, click “open the Webex Meetings app”.)
6. Enter your first and last name as it appears on your citation/ticket. Attorneys, 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: 2552 974 5343
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 on WEBEX 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.

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, or at www.woodsonterrace.net.

Your payment of your citation constitutes a plea of guilty to the offense charged on the citation and a waiver of your rights of appearance and trial. The Dept. of Revenue will assess points against your driving record as required by law for any offence (e.g. **moving violations**) that carries points; (<https://dor.mo.gov/forms/899.pdf>)

If you can pay your fines and costs online go to www.courts.mo.gov/casenet (enter case#, then click Plead and Pay), if it is not there, go to the older system www.ipaycourt.com. Other options are to 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 In-Person, may result in a warrant for your arrest **or a hold being placed on your license.**