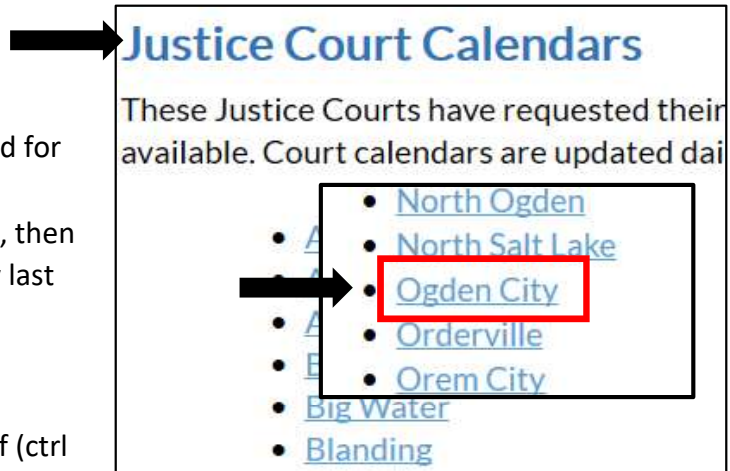# How to Join Your WebEx Hearing

- Go to www.utcourts.gov/cal
- Go to the Justice Court section and click on Ogden City
- This will show a list of cases calendared for the next month
- The display shows cases listed by date, then by courtroom #, then by time, then by last name.
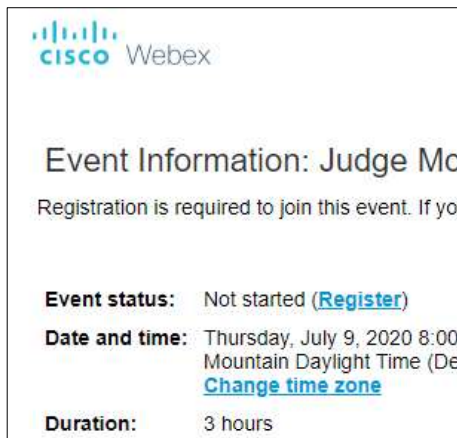

- To easily find your case, press control f (ctrl + f) to bring up the find box and type in your last name or date of birth (be sure to arrow through the results until you find your case)

- Under the charges section, there is a link to join the hearing online via WebEx
- Be advised that it may take up to one week prior to the hearing for links to be posted

- Click on the link and it will pull up the WebEx hearing screen. [*If using a mobile phone, follow prompts to download app, register, and join the court hearing.*]
- Until the event has started, the status will say "**Not started**" and you will click the register link
- Fill out the information and click submit.
- You will then receive an email with a link to log in at the date and time of your hearing

- If the hearing has **started**, fill out all required information and you will be admitted immediately
- Be advised you will be in a "listen only" status until called upon by the court