



Remote Justice: Joining a Virtual Event - Parties

Information Technology Division – Training Unit



These are requirements and directions for attending a **Virtual Hearing/Event** using **Microsoft Teams**. If you have any technical questions please contact the Judicial Branch Help Desk, contact information provided below.

Requirements for Virtual Hearing

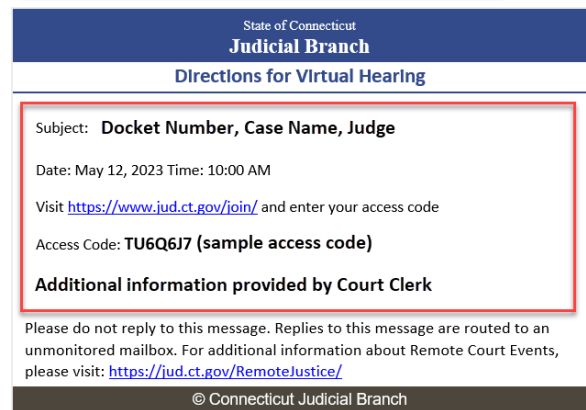
- A device with a camera and microphone connected to the internet with Microsoft Teams installed. (Get Microsoft Teams App/Application ASAP <https://www.microsoft.com/en-us/microsoft-teams/download-app> to prepare for the Virtual Hearing/Event)
- A quiet location to avoid distractions, so you may be seen and heard.
- Follow all rules of conduct as if you were in a physical courtroom.



Directions for Virtual Hearing

You will receive an email notification with directions for the Virtual Hearing. Please note the following:

1. Docket Number, Case Name, Judge
2. Date, Time
3. A join link to enter your access code
4. Access Code
5. Additional information provided by Court Clerk

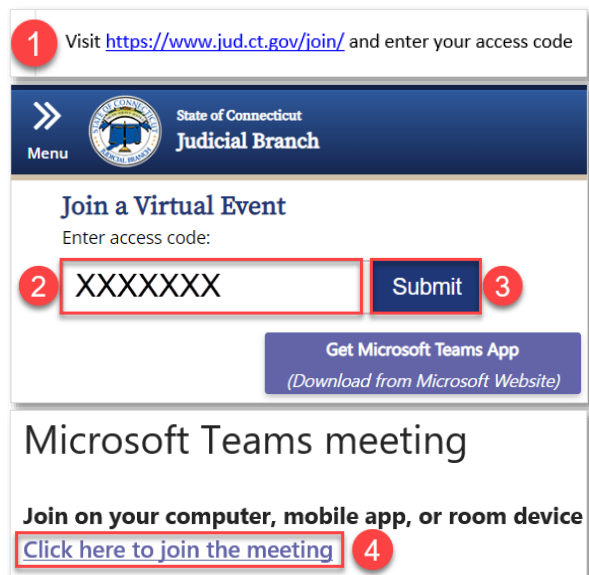


How to Join a Virtual Event

1. Select <https://www.jud.ct.gov/join> (on the day of the Virtual Event)
2. Enter the **access code**
3. Select **Submit**
4. Select the **Click here to join the meeting**

Note:

If you select the link before the day of the Virtual Event you will see the following message, "Please check on the event date to get the join link."



Virtual Event Technical Support Contact Information

- Call 860-282-6555 or email HelpDesk@jud.ct.gov Monday - Friday from 7:00 AM to 5:00 PM.