

Check In and Join a Remote Appearance Using LACourtConnect



Reference Guide

LACourtConnect is a Court initiative that provides a convenient option for appearing in court without having to visit a court location. This Reference Guide outlines how to check in and join a hearing as a remote participant using LACourtConnect.

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Check In and Join a Remote Appearance Using LACourtConnect



Reference Guide

Access LACC



lacourt.ca.gov/home



SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES

Step 1 - Go to the LACC Home Page

<https://lacourt.ca.gov/home>

Scroll down and click on the **LACourtConnect** tile.

See What Else You Can Do at the Superior Court of LA County



Alternative Dispute Resolution

Learn about settlement programs to resolve your case.

[Learn More](#)



Explainer Videos

Videos to help court users navigate the system.

[Learn More](#)



LACourtConnect

You can attend most hearings remotely using your computer or phone. Find your hearing to get started.

[Learn More](#)



Efiling

Electronically file legal documents with the Superior Court of Los Angeles County.

[Learn More](#)

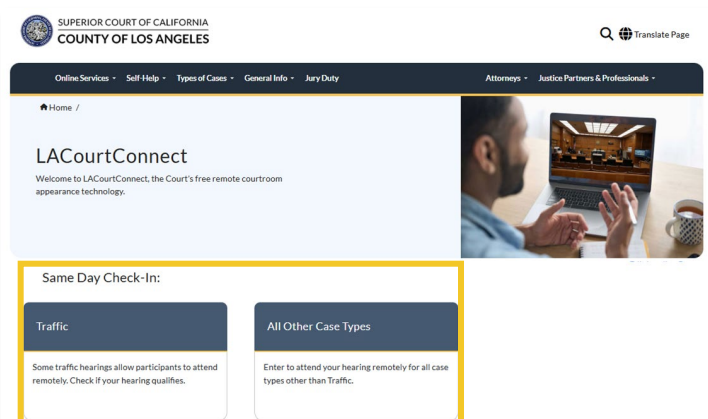


The LACourtConnect Welcome Page opens.

Step 2 - Select the litigation for your case.

FOR TRAFFIC LITIGATION – you will be required to answer questions before proceeding.

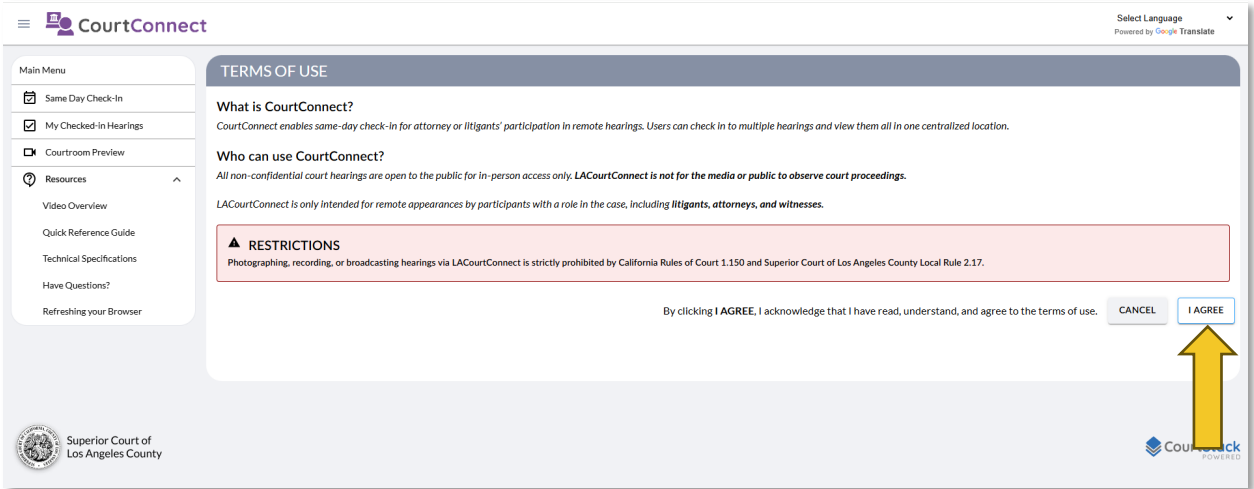
All other litigations, you will be directed to LACC Check in page. Skip to Page 3.



Begin Check-in

Agree to the Restriction Policy

The page to check in for your remote appearance opens. You must agree to the restriction policy before moving forward in the check-in process.



TERMS OF USE

What is CourtConnect?
CourtConnect enables same-day check-in for attorney or litigants' participation in remote hearings. Users can check in to multiple hearings and view them all in one centralized location.

Who can use CourtConnect?
All non-confidential court hearings are open to the public for in-person access only. LACourtConnect is not for the media or public to observe court proceedings.
LACourtConnect is only intended for remote appearances by participants with a role in the case, including litigants, attorneys, and witnesses.

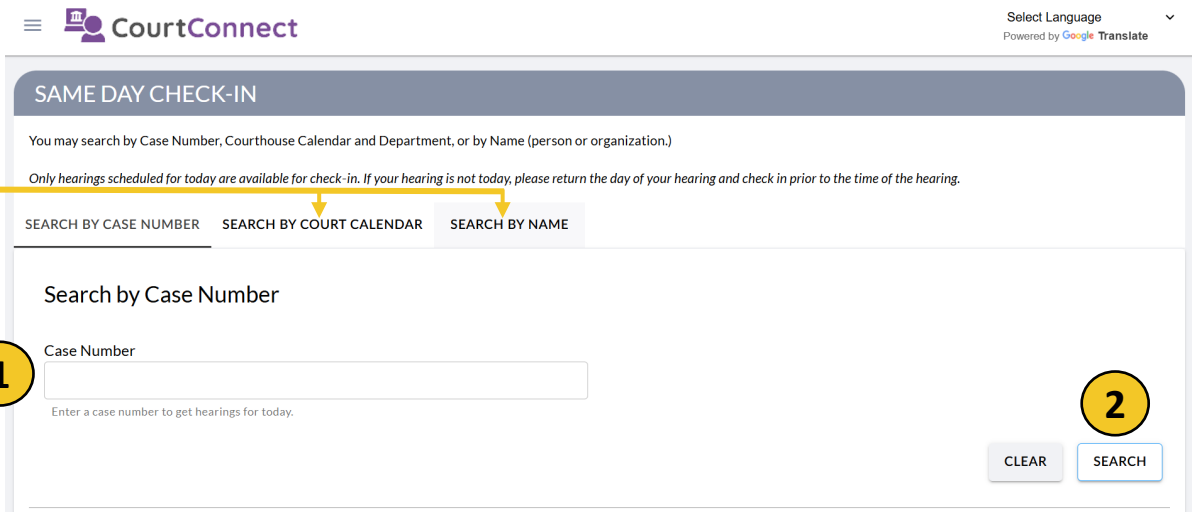
RESTRICTIONS
Photographing, recording, or broadcasting hearings via LACourtConnect is strictly prohibited by California Rules of Court 1.150 and Superior Court of Los Angeles County Local Rule 2.17.

By clicking **I AGREE**, I acknowledge that I have read, understand, and agree to the terms of use. **CANCEL** **I AGREE**

Search for Cases

There are several ways to search for your case using CourtConnect. You can search using a case number, the court calendar, or by name and/or organization. To search by Case Number:

1. Enter your case number.
2. Click **Search**.



SAME DAY CHECK-IN

You may search by Case Number, Courthouse Calendar and Department, or by Name (person or organization.)

Only hearings scheduled for today are available for check-in. If your hearing is not today, please return the day of your hearing and check in prior to the time of the hearing.

SEARCH BY CASE NUMBER SEARCH BY COURT CALENDAR SEARCH BY NAME

Search by Case Number

Case Number

Enter a case number to get hearings for today.

1 **2**

CLEAR **SEARCH**

Other Search Options

Additional search options are found on the top navigation tabs. Users can search by: **Court Calendar (same day)** or **Name (of case)**.

Search for Cases, cont.**Court Calendar Search**

1. Enter or select the courthouse of where your case will be heard.
2. Enter Department.
3. Click **Search**.

SAME DAY CHECK-IN

You may search by Case Number, Courthouse Calendar and Department, or by Name (person or organization.)

Only hearings scheduled for today are available for check-in. If your hearing is not today, please return the day of your hearing and check in prior to the time of the hearing.

SEARCH BY CASE NUMBER SEARCH BY COURT CALENDAR SEARCH BY NAME

Search by Court Calendar

Courthouse **1**

Department **2**

3

Name Search

1. Enter First Name
2. Enter Last Name
3. Click **Search**.

OR

1. Enter Name of Organization, if appearing on behalf of an organization.
2. Click **Search**

SAME DAY CHECK-IN

You may search by Case Number, Courthouse Calendar and Department, or by Name (person or organization.)

Only hearings scheduled for today are available for check-in. If your hearing is not today, please return the day of your hearing and check in prior to the time of the hearing.

SEARCH BY CASE NUMBER SEARCH BY COURT CALENDAR SEARCH BY NAME

Search by Name

First Name **1**

Last Name **2**

3

Or Search by Organization

Organization Name **1**

2

Select Your Case

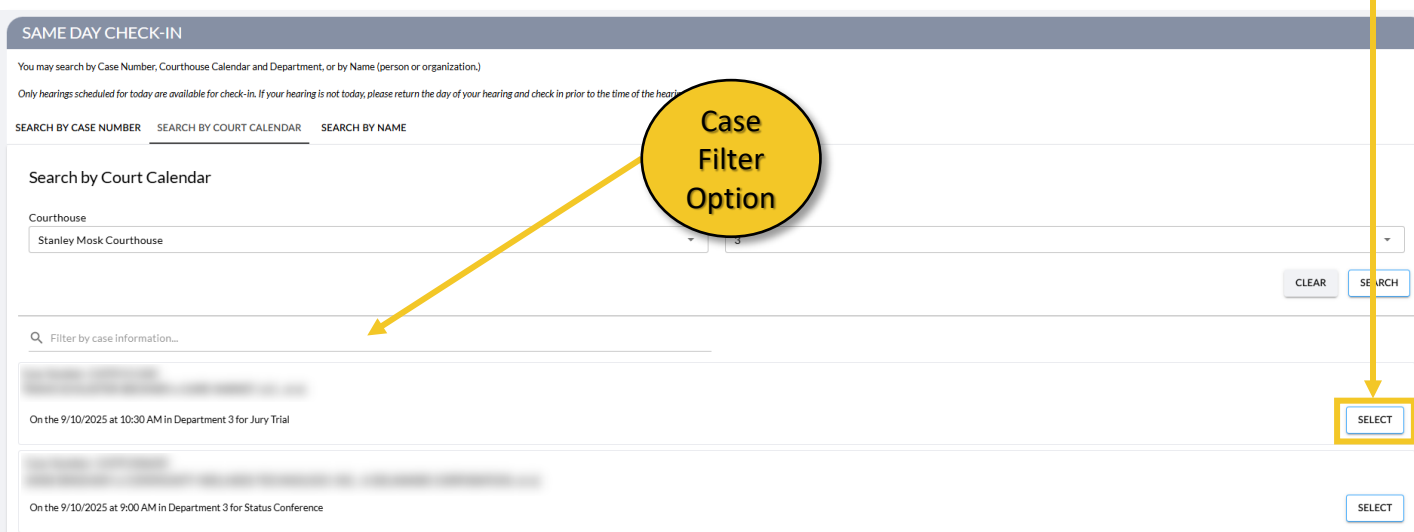
Depending on how you conducted your case search, cases will populate below the search option you selected.

Type in case information in the Case Filter search bar to narrow results.

Click **Select** on your case

OR

Once you locate your case then click **Select**.



SAME DAY CHECK-IN

You may search by Case Number, Courthouse Calendar and Department, or by Name (person or organization).
Only hearings scheduled for today are available for check-in. If your hearing is not today, please return the day of your hearing and check in prior to the time of the hearing.

SEARCH BY CASE NUMBER SEARCH BY COURT CALENDAR SEARCH BY NAME

Search by Court Calendar

Courthouse
Stanley Mosk Courthouse

Filter by case information...

On the 9/10/2025 at 10:30 AM in Department 3 for Jury Trial

On the 9/10/2025 at 9:00 AM in Department 3 for Status Conference

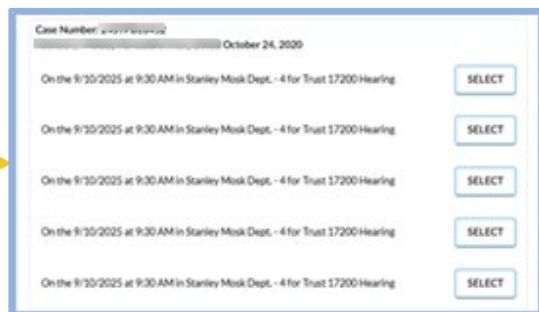
Case Filter Option

SELECT

Select Your Case – Multiple Cases

If you have multiple cases scheduled for the same day and time, an additional prompt will appear:

Click **Continue** to check-in for one or more hearings that you are scheduled to appear in.



Case Number: 2019100002 October 24, 2020

On the 9/10/2025 at 9:30 AM in Stanley Mosk Dept. - 4 for Trust 17200 Hearing **SELECT**

On the 9/10/2025 at 9:30 AM in Stanley Mosk Dept. - 4 for Trust 17200 Hearing **SELECT**

On the 9/10/2025 at 9:30 AM in Stanley Mosk Dept. - 4 for Trust 17200 Hearing **SELECT**

On the 9/10/2025 at 9:30 AM in Stanley Mosk Dept. - 4 for Trust 17200 Hearing **SELECT**

On the 9/10/2025 at 9:30 AM in Stanley Mosk Dept. - 4 for Trust 17200 Hearing **SELECT**

Select Your Name & Finalize Check In

Upon selecting your case, the case information will display. Verify the information is correct.

1. Enter an email address. This required step tracks all checked in hearings under this email account.

2. Select the radial button located to the left of your name.

2a. If you are an attorney or are appearing on behalf of an organization, after selecting your name, you will be prompted to select the party you are appearing on behalf of.

2b. If your name does not appear on the list, **Select “Other”** from the list, **NEXT:**

- **Enter** your name **exactly as it should appear on the record** and your role.

- **Select** the party you are appearing on behalf of.

SAME DAY CHECK-IN**Case Information**

Case number: 250TPB04260

Guardianship

Hearing Information

9/17/2025 1:30 PM in department Stanley Mosk Dept. - 2D

Guardianship

Email Address

test@test.com

Should you lose connection to your remote appearance simply return to the LACC then click My Checked-in Hearings. Enter the same email address used at check-in and list of hearings checked-in will appear.

Select your name:

- | | | |
|-----------------------|------------------------|--------------------------|
| ☐ | John Doe | Defendant |
| ☐ | Steven Smith | Deputy District Attorney |
| ☐ | State of Pleasantville | Plaintiff |
| ☐ | Christine Hooks | Private Counsel |
| ☐ | Other | |

2a**Select a party you're appearing on behalf of.**

- | | | |
|-----------------------|------------------------|--------------------------|
| ☐ | John Doe | Defendant |
| ☐ | Steven Smith | Deputy District Attorney |
| ☐ | State of Pleasantville | Plaintiff |
| ☐ | Christine Hooks | Private Counsel |
| ☐ | Other | |

2b**Enter your name and role:****Attendee Name****Attendee Role****Select a party you're appearing on behalf of.**

- | | | |
|-----------------------|------------------------|--------------------------|
| ☐ | John Doe | Defendant |
| ☐ | Steven Smith | Deputy District Attorney |
| ☐ | State of Pleasantville | Plaintiff |
| ☐ | Christine Hooks | Private Counsel |
| ☐ | Other | |

After you have entered the required information (email address) and selected your name, you must review the **Terms of Use** and **RESTRICTIONS** information before clicking the **CHECK-IN** button

⚠ TERMS OF USE

All nonconfidential court hearings are open to the public for in-person access only. *LACourtConnect is not for the media or public to observe court proceedings.*

LACourtConnect is only intended for remote appearances by participants with a role in the case, including *litigants, attorneys, and witnesses.*

RESTRICTIONS

Photographing, recording, or broadcasting hearings via LACourtConnect is strictly prohibited by California Rules of Court 1.150 and Superior Court of Los Angeles County Local Rule 2.17.

By clicking **CHECK-IN**, you acknowledge and agree to the usage constraints and restrictions as defined here.

CANCEL

CHECK-IN

Check In Confirmation

After successfully checking in, the *Remote Appearance Check-in Confirmation* page will appear.

1. When ready, **click** the **Join** button of the corresponding hearing and you will be placed in the Microsoft Teams lobby until the courtroom is ready to admit you.

CHECKIN CONFIRMATION

Remote Appearance Check-in Confirmation

Please verify the case details before clicking the "join meeting" button below. When prompted by MS Teams, ensure that your check-in name matches your access option in MS Teams. Once check-in is complete, you will be placed in the MS Teams lobby until the courtroom is ready to admit you.

My Checked-in Hearings

Below is a list of all hearings you have checked-in for today using the email address **SWatson@mail.com**. If you encounter any audio or video issue in MS Teams, or are unable to join via your computer or smartphone, please call the backup conference number provided in the tooltip next to the "Join" button and enter the conference ID.

Note: a ⚠ icon indicates a moved hearing.

Event Date & Time	Event Desc.	Case Number	Case Caption	Attendee Name	Department	Meeting Info
9/10/2025 10:30:00 AM	Jury Trial				Stanley Mosk Dept. - 3	1 ⚠ JOIN CHECK-IN FOR ANOTHER HEARING

Notification

Indication



Your hearing was moved to another department. Clicking the **Join** button will take you to the new courtroom.

Audio Connection Options

2. Audio options for LACC info is accessed by clicking on the phone  icon. The conference number, ID, and SIP ID will appear.
 - a. **Dial-in Number** – A phone number provided in the meeting invite that lets you join the audio portion of the Teams meeting by calling in.
 - b. **Conference ID Number** – A unique code you enter after dialing in that connects you to the correct meeting.
 - c. **SIP ID** – A digital address (similar to an email) used to connect to the meeting through compatible video or audio-conferencing systems.

MY CHECK-INS

Welcome to LACourtConnect My Checked-in Hearings

Enter your email address below and click submit to view all your check-ins for today.

Email Address

Swatson@mail.com

SUBMIT

Below is a list of all hearings you have checked-in for today using the email address **Swatson@mail.com**. If you encounter any audio or video issue in MS Teams, please call the backup conference number provided in the tooltip next to the "Join" button and enter the conference ID.

Note: a  icon indicates a moved hearing.

Event Date & Time	Event Desc.	Case Number	Case Caption	Attendee Name	Department	Meeting Info
9/10/2025 10:30:00 AM	Jury Trial				Stanley Mosk Dept. - 3	JOIN 

Dial-in Number: +1 323-488-2201

Conference ID: 667523925 

SIP ID: 1170124455@cvi.lacourt.org 

Check in for Another Hearing

3. If you have additional hearings for which you have not checked in for, click the **Check In For Another Hearing** to repeat the process.

CHECKIN CONFIRMATION

Remote Appearance Check-in Confirmation

Please verify the case details before clicking the "join meeting" button below. When prompted by MS Teams, ensure that your check-in name matches your access option in MS Teams. Once check-in is complete, you will be placed in the MS Teams lobby until the courtroom is ready to admit you.

My Checked-in Hearings

Below is a list of all hearings you have checked-in for today using the email address **SWatson@mail.com**. If you encounter any audio or video issue in MS Teams, or are unable to join via your computer or smartphone, please call the backup conference number provided in the tooltip next to the "Join" button and enter the conference ID.

Note: a  icon indicates a moved hearing.

Event Date & Time	Event Desc.	Case Number	Case Caption	Attendee Name	Department	Meeting Info
9/10/2025 10:30:00 AM	Jury Trial				Stanley Mosk Dept. - 3	JOIN 

CHECK-IN FOR ANOTHER HEARING

Attorney of Record Page

After successfully checking in to at least one case, if you are the attorney of record in additional cases, those cases will populate in the *Same Day Check-In for Attorney of Record* page.

- **Highlighted rows in grey** – Indicate you have successfully checked in to the hearing.
- **Non-highlighted rows** – Indicate you have not checked in for that hearing.

Finalize Check in for All Cases

To check in to additional cases:

1. Under the *Party* column, enter a last name or an organization name for which you are appearing on behalf of.
2. Upon searching, **select** the party. Repeat these steps for all cases listed.
3. Click **Continue**.

ATTORNEY CHECK-IN

Same Day Check-In for Attorney of Record

LACC has identified other hearings that were scheduled for the attorney of record.

Email*

swatson@mail.com

Enter the email address here.

Event Date & Time	Event Desc.	Case Number	Case Caption	Department	Party
☐ 9/11/2025 4:43:00 PM	Court Order			Department Y	Search a party
☐ 9/11/2025 4:07:00 PM	Court Order			Department Y	Other
☐ 9/11/2025 3:59:00 PM	Nunc Pro Tunc Order			Department 3	Search a party

CONTINUE

Ready to Join

Remote Appearance Check-in Confirmation. Upon finalizing all check-ins, hearings will display. When ready, click the **JOIN** button to enter the virtual hearing or check in for another hearing.

My Checked-in Hearings

Below is a list of all hearings you have checked-in for today using the email address **SWatson@mail.com**. If you encounter any audio or video issue in MS Teams, or are unable to join via your computer or smartphone, please call the backup conference number provided in the tooltip next to the "Join" button and enter the conference ID.

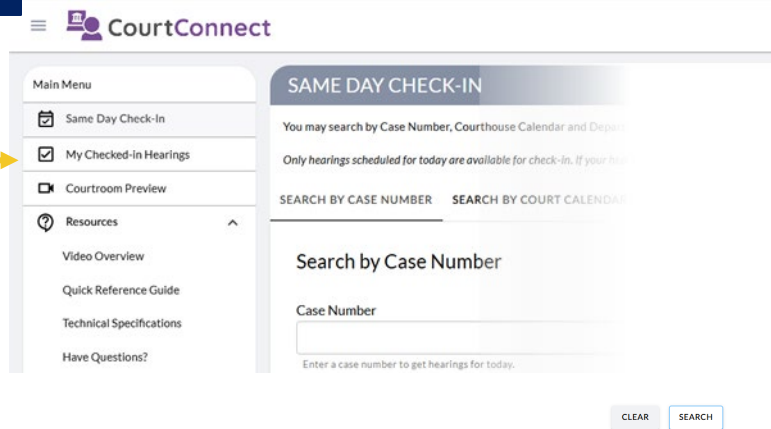
Note: a  icon indicates a moved hearing.

Event Date & Time	Event Desc.	Case Number	Case Caption	Attendee Name	Department	Meeting Info
9/11/2025 9:00:00 AM	Order to Show Cause Re: Monetary Sanction Against Plaintiff's Counsel for Failure to Appear at Order to Show Cause and Case Management Conference set for 4/10/2025				Stanley Mosk Dept. - 3	JOIN
9/11/2025 9:00:00 AM	Case Management Conference				Stanley Mosk Dept. - 3	JOIN

My Checked-in Hearings

To access all hearings for which you have been checked in:

- 1 Click the **My Checked-in Hearings** option from the left-hand navigation panel.
- 2 Enter the email address used to check in.
- 3 Click **Submit**
- 4 The list of hearings will appear. When ready, click the **JOIN** button to enter the virtual hearing.



MY CHECK-INS

Welcome to LACourtConnect My Checked-in Hearings

Enter your email address below and click submit to view all your check-ins for today.

Email Address

SUBMIT

MY CHECK-INS

Welcome to LACourtConnect My Checked-in Hearings

Enter your email address below and click submit to view all your check-ins for today.

Email Address

Swatson@mail.com

×

SUBMIT

Below is a list of all hearings you have checked-in for today using the email address **Swatson@mail.com**. If you encounter any audio or video issue in MS Teams, or are unable to join via your computer or smartphone, please call the backup conference number provided in the tooltip next to the "Join" button and enter the conference ID.

Note: a  icon indicates a moved hearing.

VIEW COURTROOM PREVIEW

Event Date & Time	Event Desc.	Case Number	Case Caption	Attendee Name	Department	Meeting Info
9/10/2025 10:30:00 AM	Jury Trial				Stanley Mosk Dept. - 3	JOIN 
9/10/2025 10:30:00 AM	Jury Trial				Stanley Mosk Dept. - 3	JOIN 

Courtroom Preview

Courtroom Preview enables attorneys and litigants to view and hear live audio and video of proceedings in courtrooms where they have scheduled matters, allowing them to monitor the start of their hearings without needing to join each session.

To view the Courtroom Preview from a department in which you have checked in, follow these steps:

- | | | |
|--|--|------------------------|
| 1. Click the Courtroom previews option from the left-hand navigation panel or Preview button | 2. Enter the email address used to check in | 3. Click Submit |
|--|--|------------------------|

The following types of previews will display:

1

Main Menu
☐ Same Day Check-in
☒ My Checked-in Hearings
☐ Courtroom Preview
☐ Resources
Video Overview
Quick Reference Guide
Technical Specifications
Have Questions?
Refreshing your Browser

COURTROOM PREVIEWS

Enter email address used for Same Day Check-in and click SUBMIT to view live Courtroom Preview. You may notice that some streams are currently not available. This is due to the departments not broadcasting. The streams will automatically start once the departments start broadcasting.

2

Email

LACCBroadcastTest1@lacourt.org

3

SUBMIT

Stanley Mosk Dept. - 72

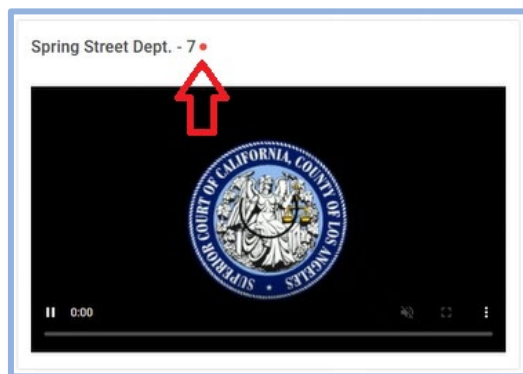


Preview Enabled Microphones/
Cameras On
Able to see/hear

Spring Street Dept. - 7

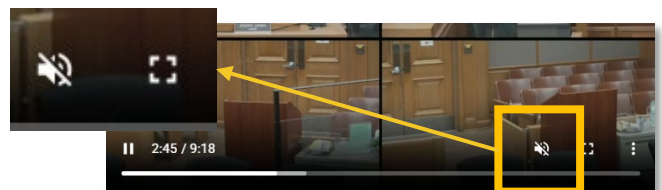


Preview Enabled Cameras Off
Able to hear if courtroom microphones
are on



Preview Disabled
Unable to see/hear

To mute/unmute the preview of a courtroom to hear the audio, hover over the video preview and click the audio icon.

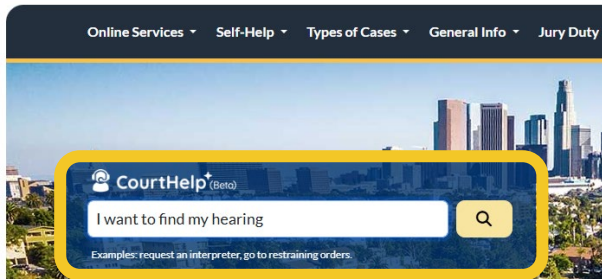


Checking in with CourtHelp



SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES

lacourt.ca.gov



CourtHelp is a feature available on the Court's website designed to provide quick, user-friendly assistance to customers navigating court services and resources.

You can use **CourtHelp** to check-in for a same day remote appearance and set hearing reminders for future hearings.

You can use the following prompts for your hearings:

1. I want to find my hearing.
2. I want to check into my hearing.
3. I want to see a list of all my checked in hearings.
4. I want to set hearing reminders.
5. I want to view my hearing reminders.

After your initial request, you will be asked to enter your case number to begin. A case number is REQUIRED.

1 Enter your case number. CourtHelp will display any hearings scheduled.

2 Enter the corresponding number next to your choice of action. You may select to check in for your hearing or set reminders for a future appearance. To check in, **type the number 1**.



[START OVER](#)

No.	Date	Location	Type
1	10-22-2025 08:30 AM	Stanley Mosk Courthouse	Hearing on Ex Parte Application To Continue Trial And Discovery Dates
2	10-22-2025 08:30 AM	Stanley Mosk Courthouse	Final Status Conference
3	10-31-2025 08:30 AM	Stanley Mosk Courthouse	Jury Trial

PLEASE NOTE: Only hearings scheduled for the current day are eligible for check-in.

What would you like to do today? Enter the number for your choice from the below:

1. I want to check-in for my hearing.
2. I want to set up a hearing reminder.
3. Both.

just now

3 To check in for additional hearings scheduled for the current day, you can either enter one corresponding number, multiple numbers separated by commas, or if all hearings are scheduled for the current day, enter "all".

No.	Date	Location	Type
1	10-22-2025 08:30 AM	Stanley Mosk Courthouse	Hearing on Ex Parte Application To Continue Trial And Discovery Dates
2	10-22-2025 08:30 AM	Stanley Mosk Courthouse	Final Status Conference
3	10-31-2025 08:30 AM	Stanley Mosk Courthouse	Jury Trial

After entering the number(s) you will automatically be checked in for those hearings.

4 Continue to follow the prompts until the process is complete. You will need an email address.

Set Hearing Reminders with CourtHelp

CourtHelp can also assist you with setting reminders for future hearings. These reminders can be sent via email or text message. You may also select when to receive them.

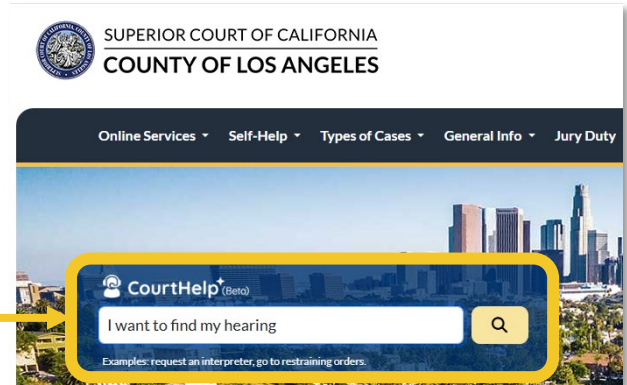


To set up hearing reminders:

1

Enter the following prompt:

1. I want to set hearing reminders.



2

Enter the number that corresponds to the case you would like to receive a reminder for.

NOTE: You may only set one alert at a time

No.	Date	Location	Type
1	9-16-025 8:30 AM	Stanley Mosk Courthouse	Hearing on Motion to Confirm Arbitration Award
2	10-20-025 8:30 AM	Stanley Mosk Courthouse	Order to Show Cause Re: Status of Arbitration
3	10-20-025 8:30 AM	Stanley Mosk Courthouse	Order to Show Cause Re: why Monetary Sanctions Should not be Imposed Against the Plaintiff for Failure to Appear on 06/16/2025

3

Answer all the prompts generated by CourtHelp, then confirm you want to set up the hearing reminder.

You are about to setup reminder for case number: [redacted], on Sarah@email.com and 8:30 AM on 10/20/2025. Please confirm with 'Yes' or 'No'.

Yes

just now

Once confirmed, you will receive alerts based on the criteria selected.

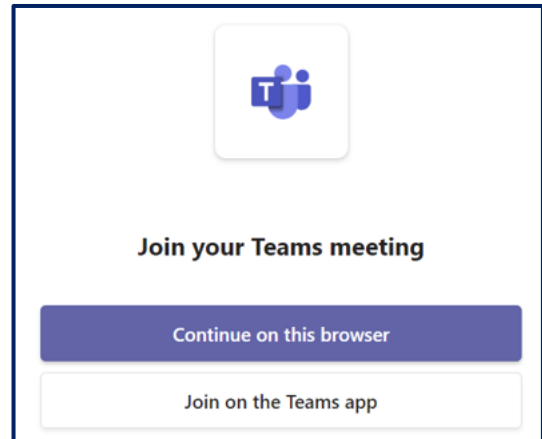
Reminder has been set successfully. Please let me know if you need any further assistance.

👍 🗨️ just now

Join Remote Hearing

After clicking the **JOIN** button, you will land on the Join your Teams meeting page in your internet browser.

- If you would like to continue using the browser, click **“Continue on this browser.”**
- If you have previously downloaded the Teams app, click **“Join on the Teams app.”**

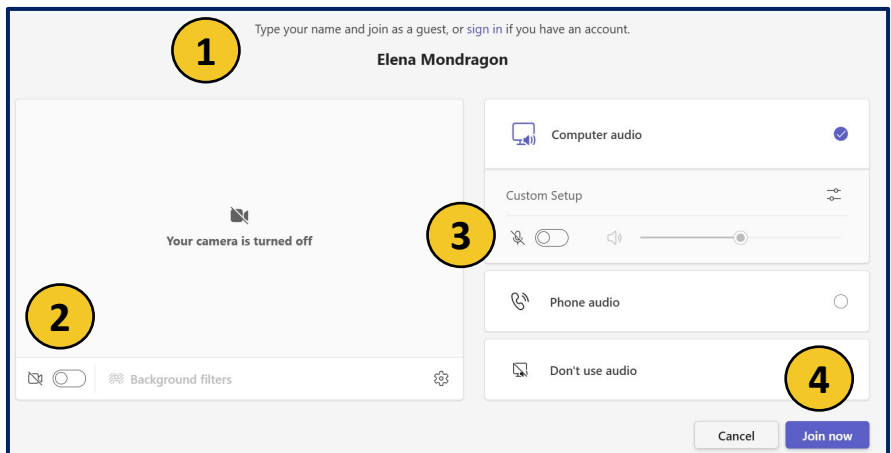


The Microsoft Teams app will launch.



Ensure to:

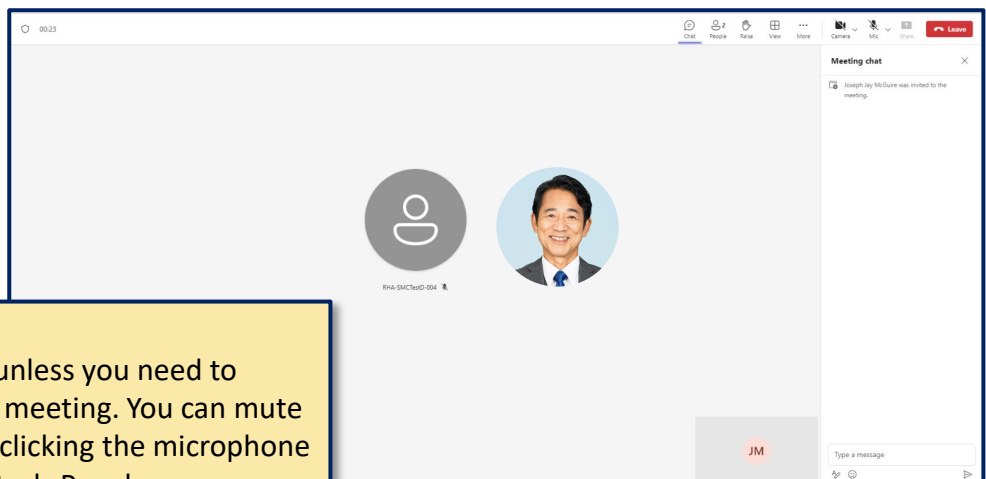
1. Enter your name (browser only)
2. Turn the camera off.
3. Mute the microphone.
4. Once all settings have been verified, click **“Join now.”**



Note:

Upon clicking **“Join now,”** the Court will be notified that you are waiting. Please be patient as you may be waiting several minutes before you are allowed into the hearing.

Once the Court is ready to call your case, you will automatically enter the virtual courtroom.

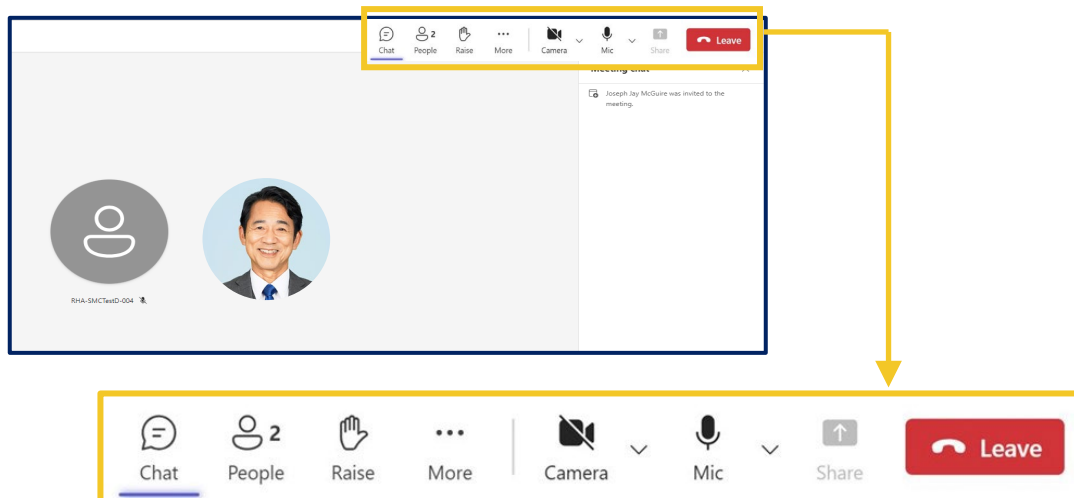


Important:

- **Keep your mic muted** unless you need to speak or are leading the meeting. You can mute and unmute yourself by clicking the microphone icon in the Meeting Controls Panel.

Using Microsoft Teams

At the top of the meeting window is a set of tools available for use during the hearing. We will review the primary tools.



Chat

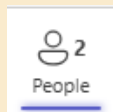


The chat feature is available to video and audio participants who join on the Teams app. The chat is not monitored by the Court.

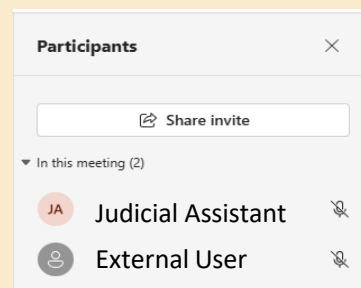
The persistent chat group is automatically created by Teams for each meeting. The Court is not responsible for the usage of the group chat. You can opt to leave the chat at any time after the hearing ends. To leave the chat:

1. Select **Chat** to open the chat list.
2. Find the name of the group you want to leave.
3. Then select **More options** > **Leave**.

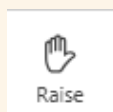
People



The participant feature will display a list of attendees currently in the meeting.



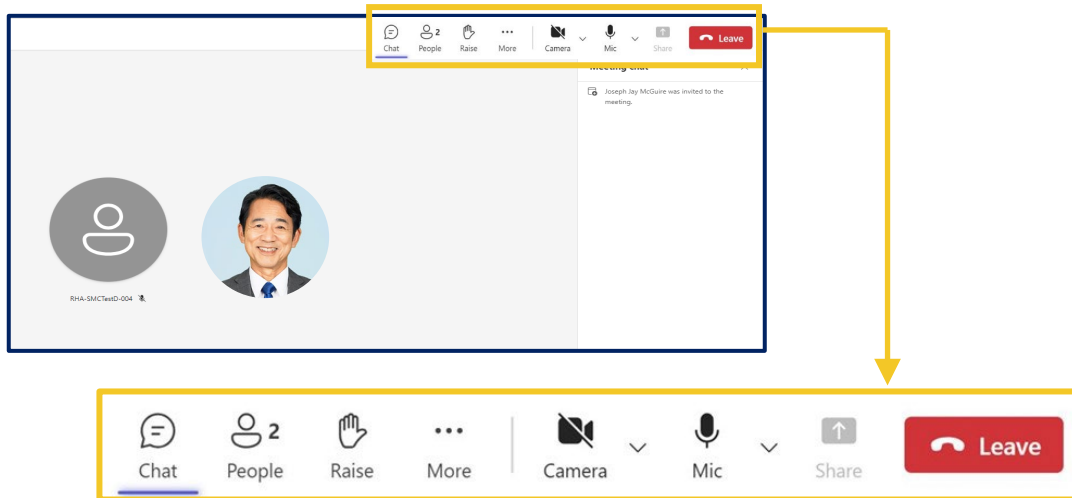
Raise hand



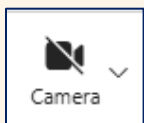
If you have a question and would like to make a comment in the hearing, click the raise hand icon so that you may be recognized by Court staff.

Using Microsoft Teams Continued

At the top of the meeting window is a set of tools available for use during the hearing.



Camera



Use the video icon to turn your camera off and on.

Best practices:

- **Avoid sitting with your back to a window or bright light source.** This causes a silhouette appearance where others cannot see you or determine your identity. Adequate lighting is critical for all parties on camera.
- **Think about the background.** Whatever is in the room behind you might not be appropriate for a meeting or could be distracting to others. Cameras pointed up at ceiling fans are also a visual distraction for some attendees.

Microphone



Use the microphone icon to turn your microphone off and on. **Keep your mic muted.** Best practices:

- **Enter muted.** Enter any meeting with your mic muted and camera off. Others might already be engaged in conversation.
- **Use a headset with mic if possible,** for the optimal audio experience for both you and other meeting attendees. If a headset isn't available, use your device's built-in audio/mic. Call in via mobile device only as a last resort. If you DO call in, make sure your computer/laptop's mic and speakers are muted.

Leave



At the conclusion of your matter, click the Leave button at the top of the hearing window. For additional security, close all browser windows when finished.

Using Microsoft Teams Continued

Pinning

 Pin for me

You can pin up to 9 tiles in a Microsoft Teams meeting. Pinning ensures that the video remains visible on your screen and allows you to focus on a specific person or presentation as others speak. Follow these steps to pin a tile.

Note: This example displays a courtroom in which evidence is being shared. The courtroom tile will be pinned to focus on the evidence.

- 1 **Hover** your mouse over the department's name in the tile until the ellipses appears.
- 2 **Click** on the ellipses
- 3 **Select** *Pin for me* from the pop-up menu.

The courtroom cameras and the evidence will display in a larger tile.

