

Navigating the Virtual Gallery as a Remote Participant

Quick Reference Guide

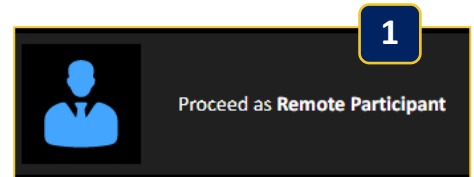
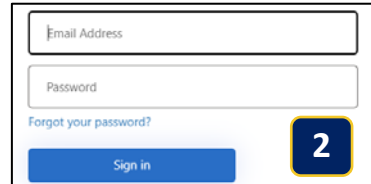
LACourtConnect is part of the Court's Access LACourt | Your Way initiative and provides a convenient option for appearing in court without having to visit a court location.

This Quick Reference Guide (QRG) outlines how to navigate the **Virtual Gallery** as a remote participant.

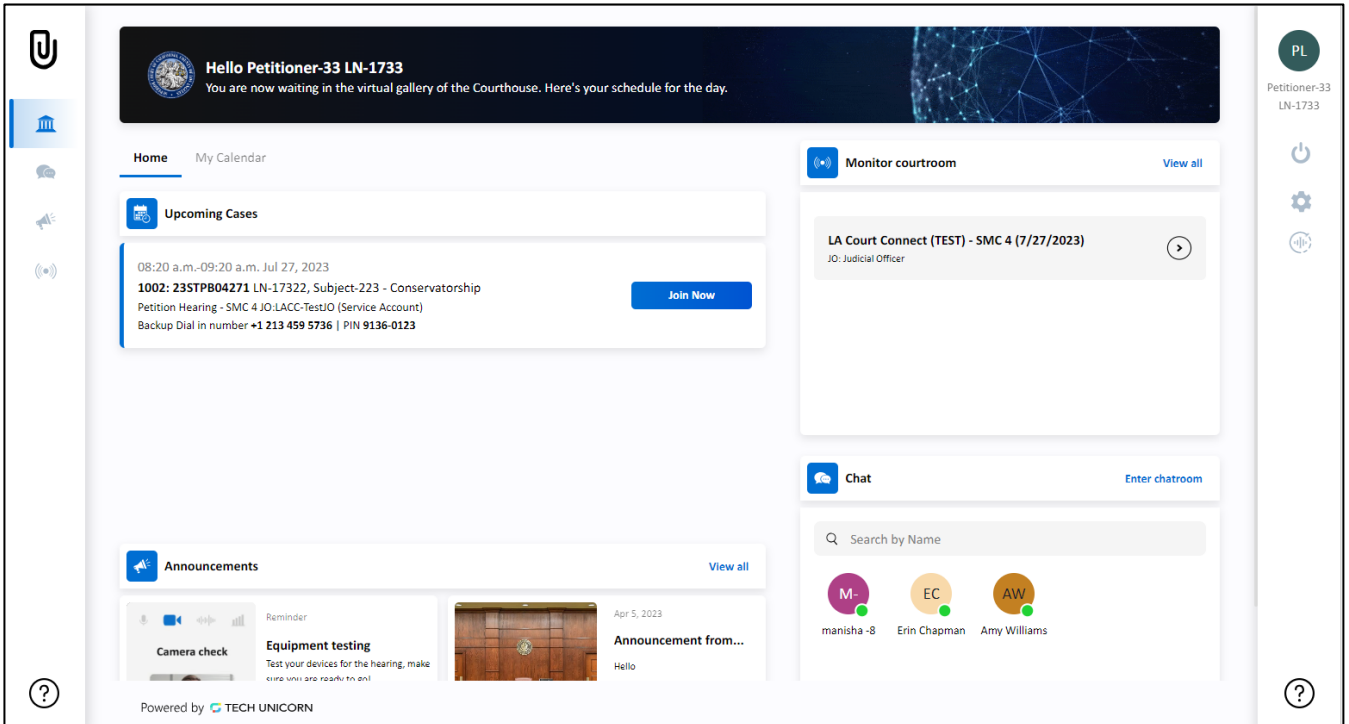
Log in to the Unicorn Digital Courtroom Application

For the best meeting experience, please download the LACourt Connect Desktop app on your device. Once installed, follow these steps:

1. Open the app and select **Proceed Remote Participant**
2. Enter your email and password and **click Sign In**
3. Once logged in, the **Virtual Gallery** will appear

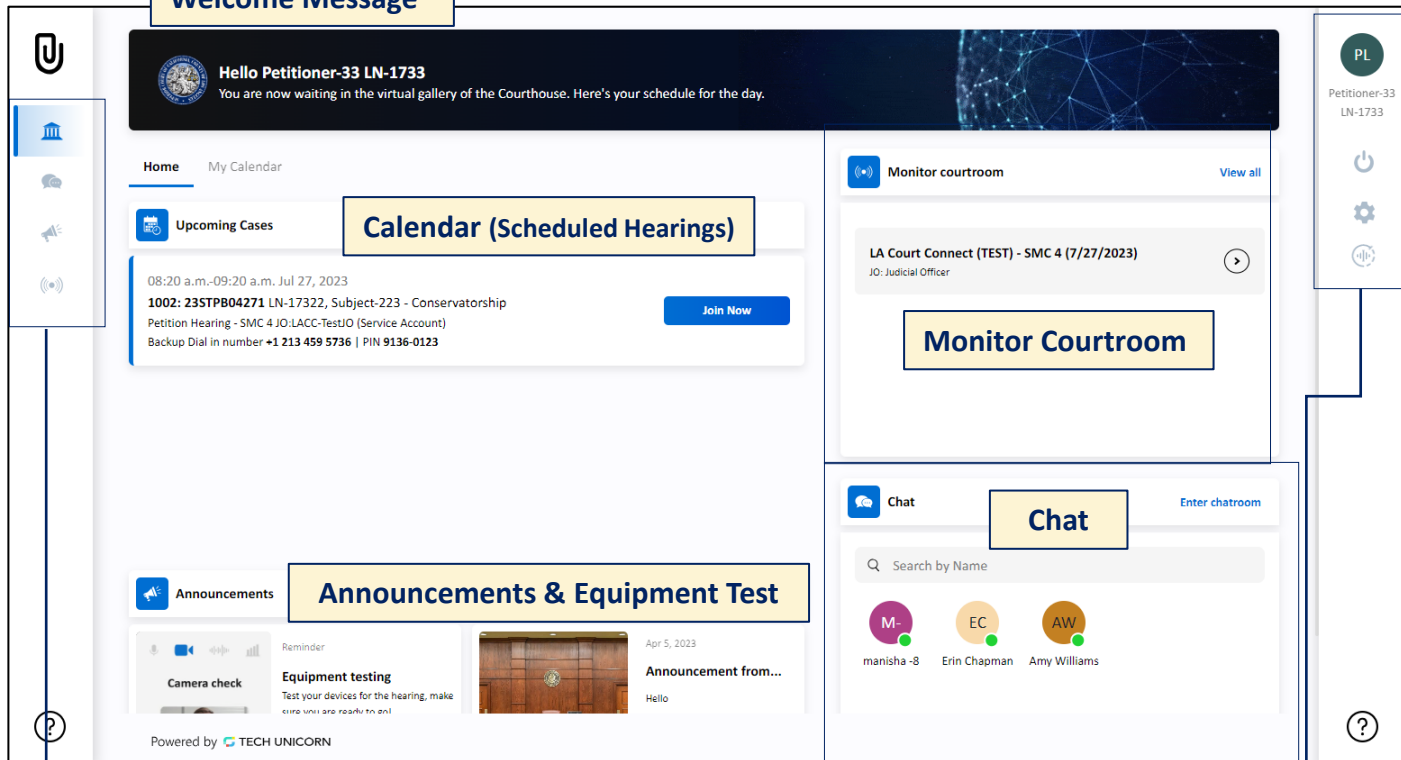
Best Practice: Use computer audio when connecting. Do not use both video and dial-in simultaneously.



Navigating the Virtual

The Virtual Gallery is where remote participants wait for their hearing to begin and allows participants to communicate, check equipment, read announcements, and more.

Welcome Message



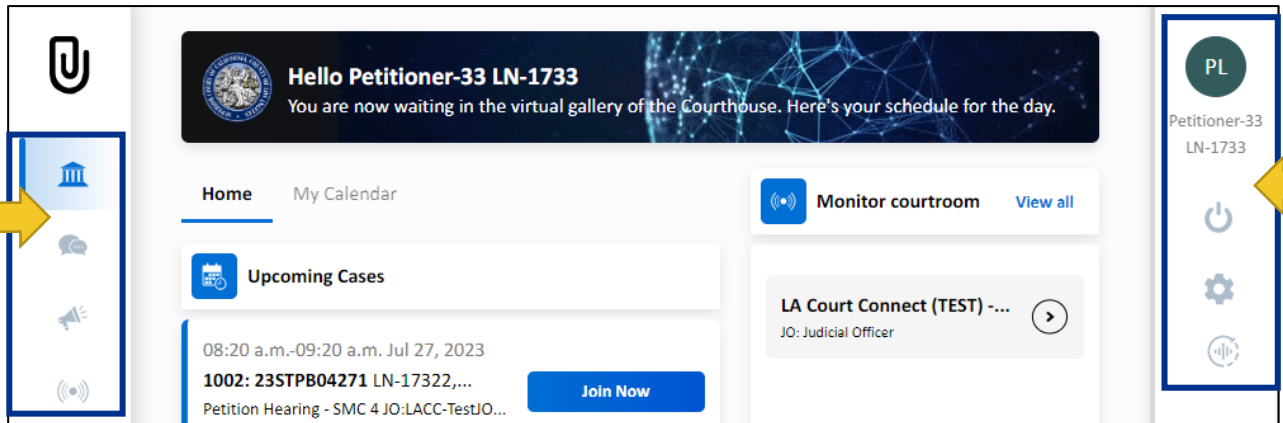
The screenshot shows the LACourtConnect virtual gallery interface. At the top, a banner reads "Hello Petitioner-33 LN-1733" and "You are now waiting in the virtual gallery of the Courthouse. Here's your schedule for the day." Below this, the interface is divided into several sections:

- Home / My Calendar:** Contains an "Upcoming Cases" section with a "Calendar (Scheduled Hearings)" callout. A specific case is listed: "1002: 23STPB04271 LN-17322, Subject-223 - Conservatorship" with a "Join Now" button.
- Announcements & Equipment Test:** Features a "Camera check" reminder and an "Equipment testing" announcement. A "Chat" callout is positioned over this section.
- Monitor courtroom:** A section titled "LA Court Connect (TEST) - SMC 4 (7/27/2023)" with a "Monitor Courtroom" callout.
- Chat:** A section titled "Chat" with a "Chat" callout. It includes a search bar and lists participants: manisha -8, Erin Chapman, and Amy Williams.
- Right Sidebar:** Contains a profile icon for "Petitioner-33 LN-1733" and control icons for power, settings, and uNoise.
- Bottom Left:** A navigation menu with icons for Home, Chat, Announcements, Courtroom, and Monitoring.
- Bottom Right:** A settings menu with options for "Edit Profile", "Log Out", "Settings", and "uNoise".

- Home
- Chat
- Announcements
- Courtroom
- Monitoring

- Edit Profile
- Log Out
- Settings
- uNoise

Side Panels Settings



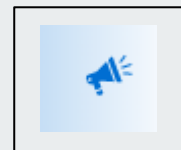
Home

The home button will redirect you to the main dashboard.



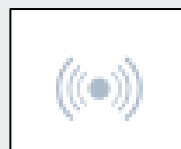
Chat

Chat with other participants from the same court room.



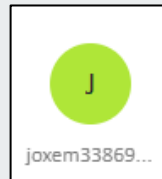
Announcement

You can view announcements from this tab.



Courtroom Monitoring

Watch live video from the court to monitor your courtroom.



Edit Profile

Click on the profile icon to edit your profile and update information such as your display name.



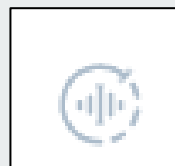
Log Out

Users can log out using this button.



Settings

Click the settings icon to access other settings such as themes and testing equipment.



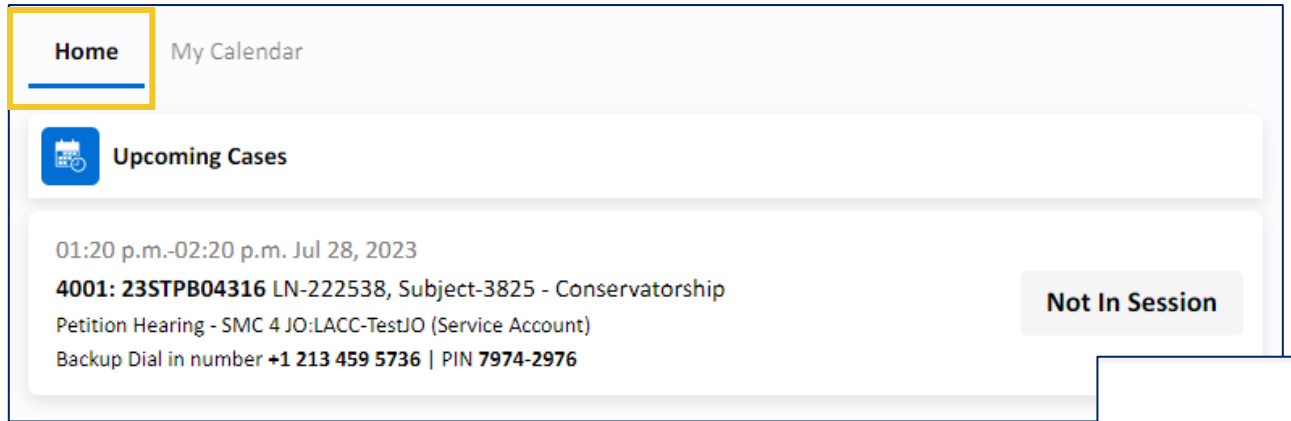
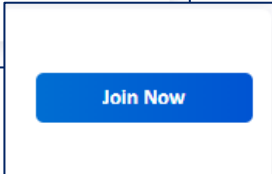
uNoise

Adjust threshold for environmental noise

Calendar (Hearings)

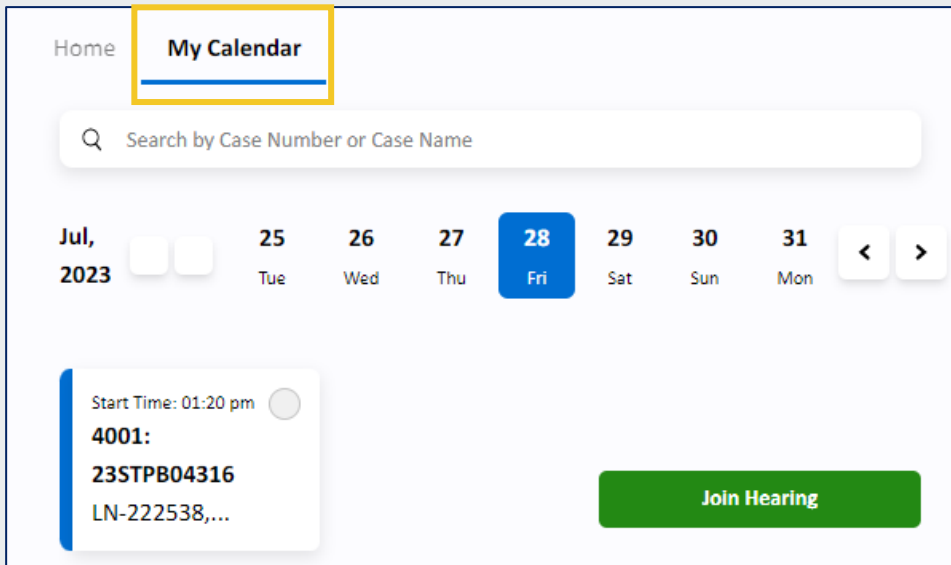
The My Calendar tab shows the calendar and the court hearings scheduled for the selected date. There are two tabs, **Home** and **My Calendar**.

The Home tab shows hearing(s) for the day. If the hearing has not started, you will see the Not in Session notice. If a hearing is active, the **Join Now** button will be activated.

Note: When your hearing starts, you will automatically be moved to the hearing.


The My Calendar tab shows hearing(s) for the day, ability to search for a hearing, and view future hearings. Selecting a hearing will display a green **Join Hearing** button if the hearing is active.



1. Search for a case by number or name
2. Select the date from the calendar
3. See all hearings scheduled on the selected date

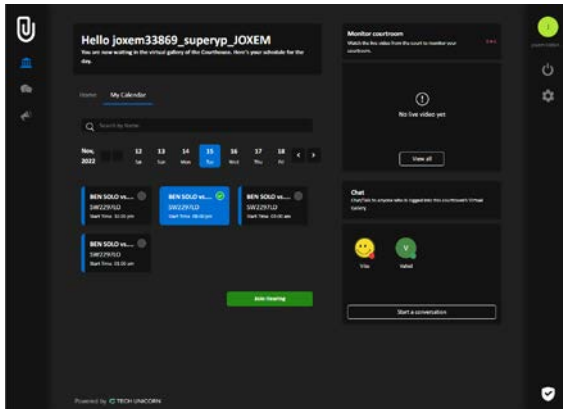
Virtual Gallery Settings

You can personalize the virtual gallery by changing the theme, testing/changing equipment, and changing the text size and language.

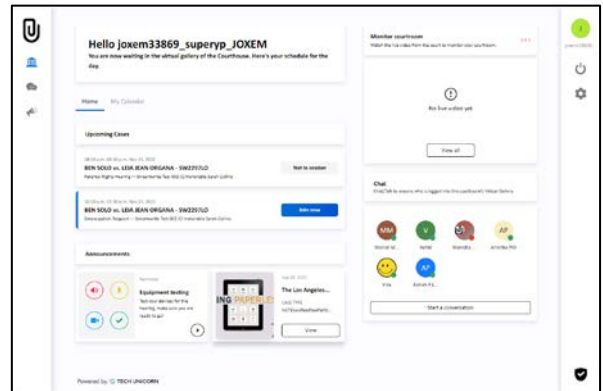
Click on the Setting icon on the right side panel  .

Theme

Select either a Dark or Light Theme.



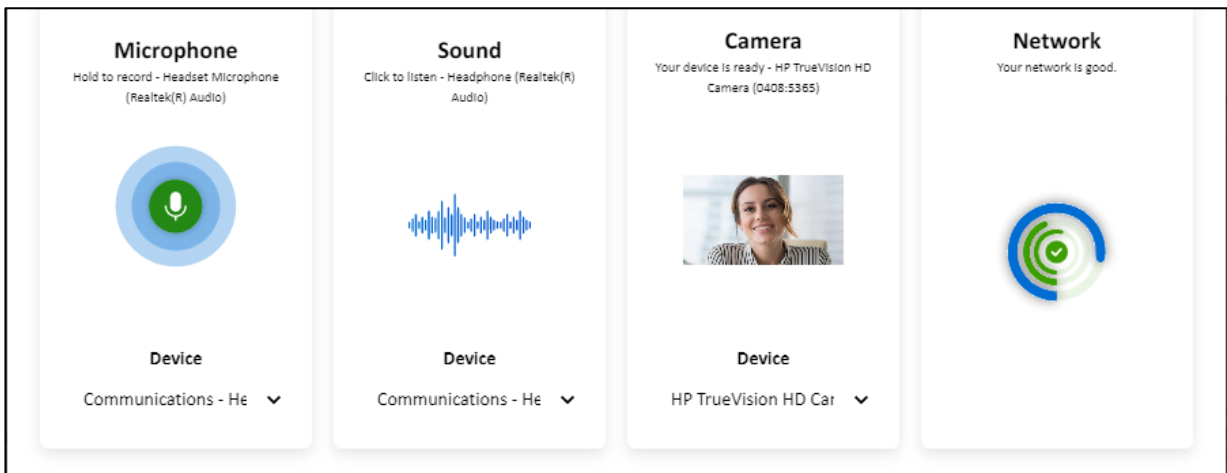
Dark Theme View



Light Theme View

Equipment

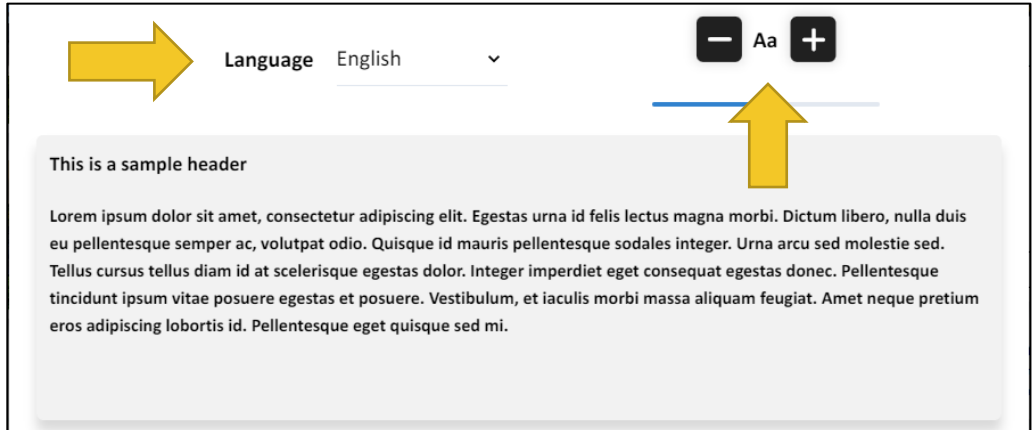
Test your audio, video, and connection before joining your hearing.



Virtual Gallery Settings

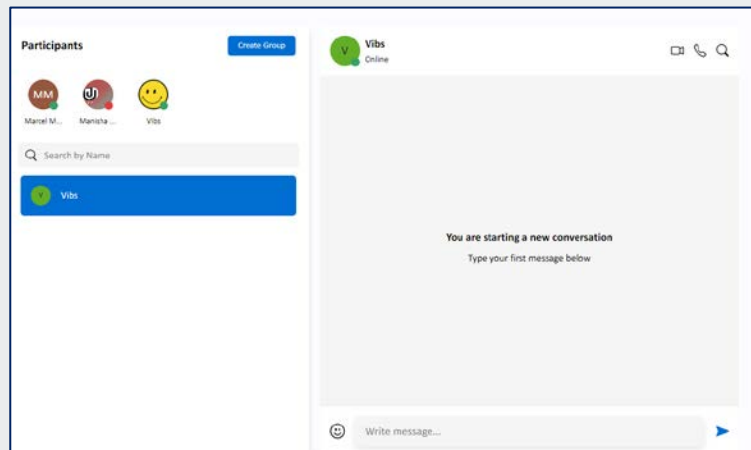
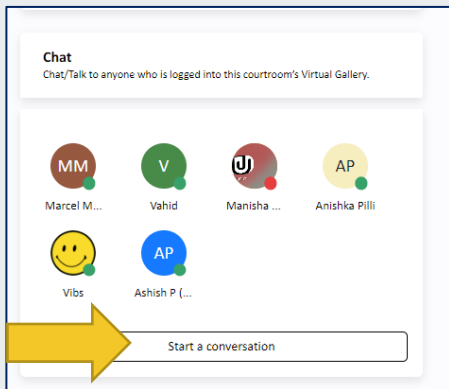
Linguistics

Adjust the font size of the text and select the display language (English or Spanish)

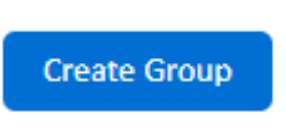


Chat

You can open the chat window by clicking the  icon on the left quick access panel or click on **Start Conversation** on the Chat section in the gallery.

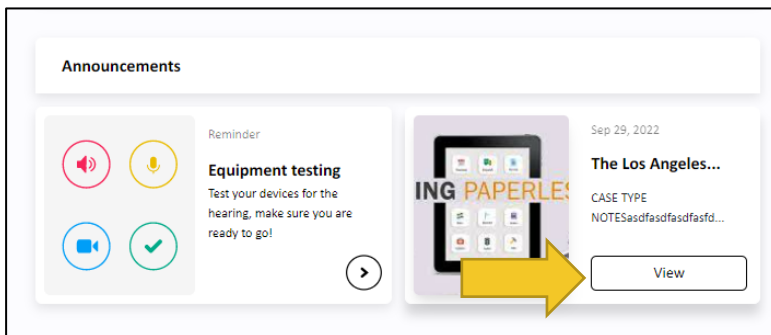
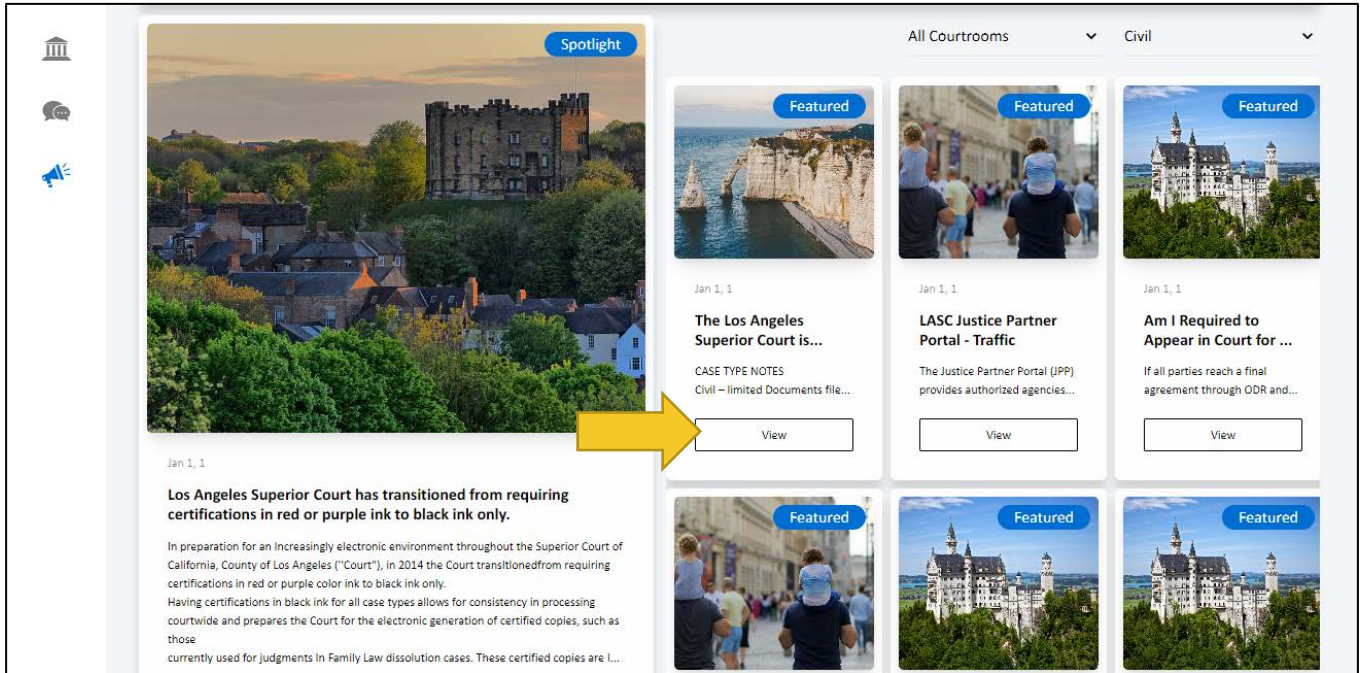


You can create a group chat by clicking on the **Create Group** button and selecting participants.



Announcements

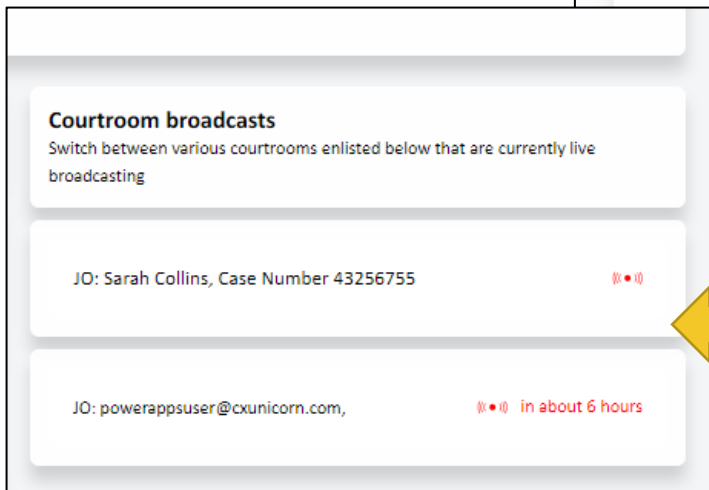
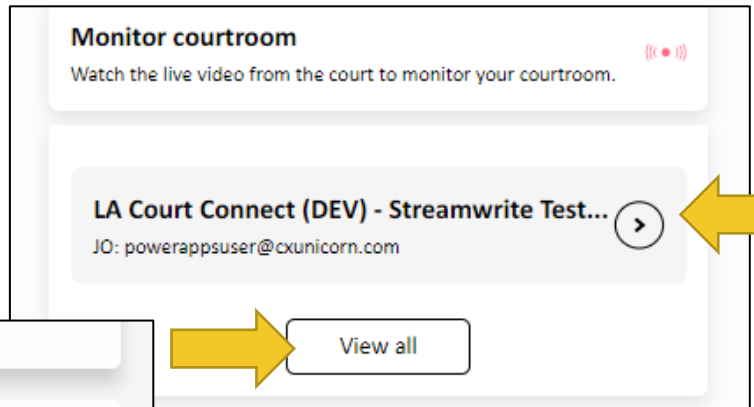
Court announcements can be viewed by clicking on the announcement icon on the left side panel. Click on **View** under the announcement you want to read.



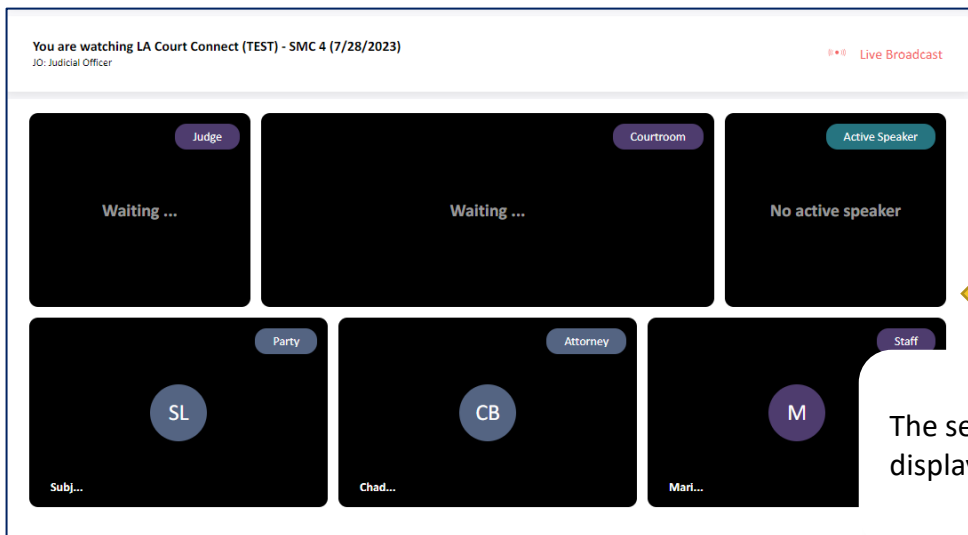
You can also view announcements on the Virtual Gallery home in the **Announcements** section. Click on **View** to read more.

Monitor Courtroom

You can view live broadcasts by clicking the chevron > to the right of the broadcast or **View** to see all active broadcasts.



You can choose the broadcast to view from the broadcast selection window. Click on the broadcast you wish to view.



The selected broadcast will display.