

Check In and Join a Remote Appearance Using LACourtConnect 3.0



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 Reference Guide outlines how to check in and join a hearing as a remote participant using LACourtConnect 3.0.

Access LACC 3.0

ATTENTION: As part of the LACC 3.0 Pilot, same day check-in for hearings is now available for litigants and attorneys with proceedings scheduled in Probate Department 2D on or after July 1, 2024.

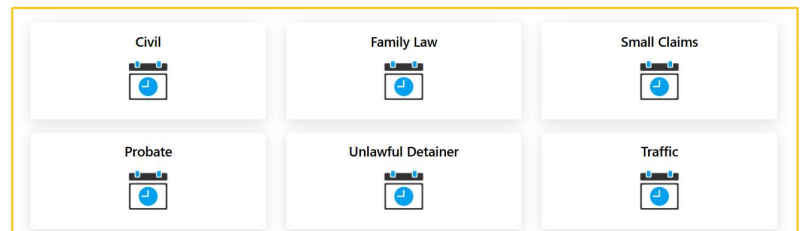
Step 1 - Go to

<https://my.lacourt.org/laccwelcome>



Step 2 - Select the litigation.

Upon selecting the litigation, you will be asked a series of questions. Based on the answers, you will either be directed to LACC 3.0 or given instructions for the hearing



Step 3 - Only if Probate was selected.

- During the pilot phase, after selecting Probate, you will be asked if you have a hearing in Stanley Mosk Courthouse Dept. 2D? If yes, you will be automatically directed to LACC 3.0.
- If you do not have a case in Dept. 2D, you will be prompted to answer additional questions and will be asked to either Sign in or create a Court ID.

Do you have a hearing in Stanley Mosk Courthouse Department 2D?

Is your hearing date more than 14 days away?

Is your hearing a Judicial Mandatory Settlement Conference at Spring Street Courthouse?

PLEASE NOTE: If you pre-register for multiple cases, including Stanley Mosk Probate Dept 2D, you will be prompted to **Sign in** or create a Court ID if you do not have one.

Sign In or Create Court ID

- Click **Sign in** on the top right of the page.
 - Enter your email address
 - Enter your password.
 - Click **Sign in**.
- If you don't have a Court ID, click **Sign up now**



Sign in with your existing account

Email Address

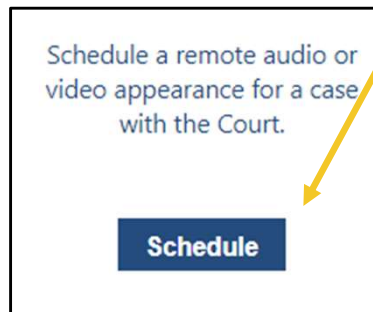
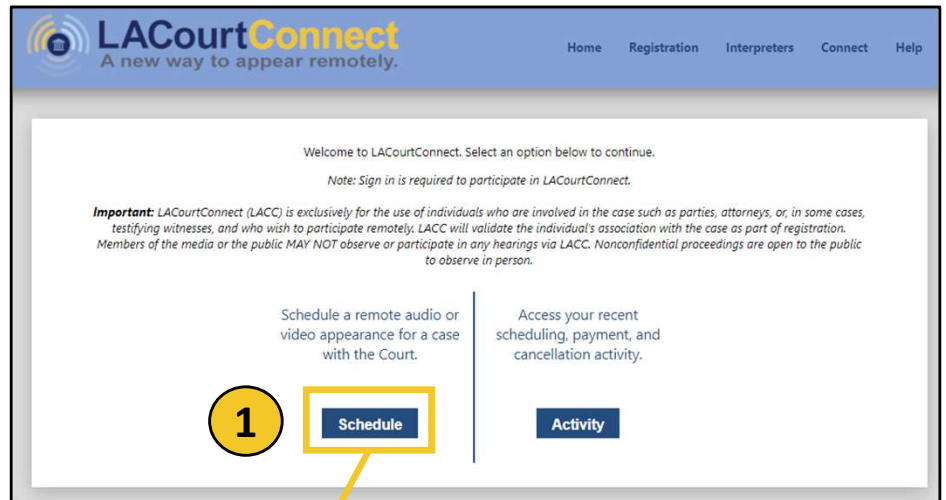
Password [Forgot your password?](#)

[Don't have an account? Sign up now](#)

Once you have created a Court ID or have signed in, you can proceed to schedule a Remote Appearance by following the steps below

Search for a Case

1. Click **Schedule**.
2. Enter the case number.
3. Click **Lookup Case**.
4. Cases found will display.
5. If case information is correct, click **Proceed to Step 2**. *If your case belongs to Stanley Mosk Dept. 2D you will be directed to LACC 3.0.*



Search For A Case

To schedule one or more remote appearances for an upcoming event, lookup your case number and Proceed to Step 2.

Step 1 Search For A Case	Step 2 Attendee Info	Step 3 Select Hearings	Step 4 Finalize
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Enter your full case number, letters and numbers.

Case Number

1227005 **2** **3** **5**

Lookup Case

Case found:

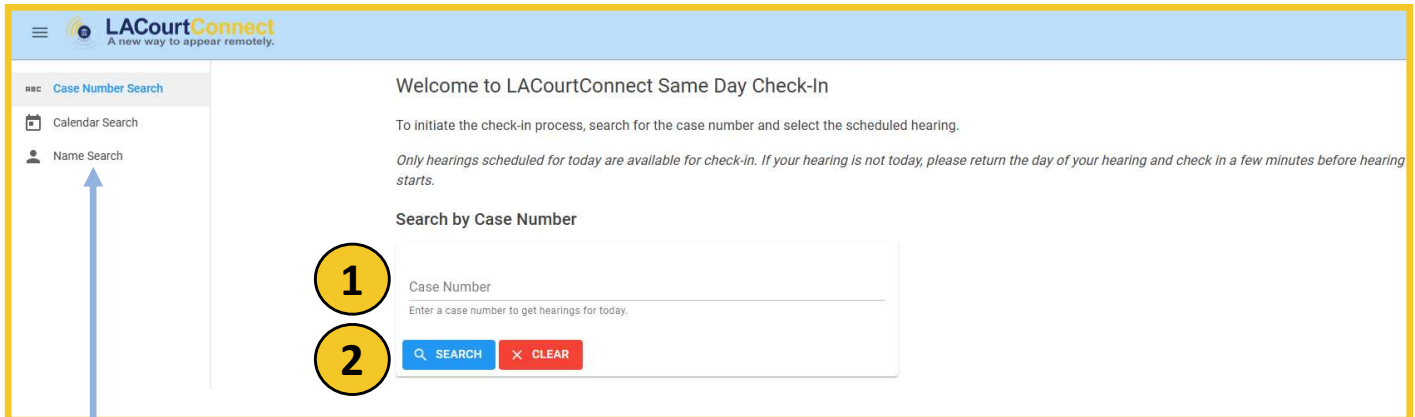
● 23STFL02649 - LN-102950, Petitioner-5029 vs LN-10308, Respondent-830 **4**

Proceed to Step 2.

After locating your case on LACourtConnect, follow the steps below to check in on the same day of your hearing

Check in for Your Remote Appearance

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



Welcome to LACourtConnect Same Day Check-In
 To initiate the check-in process, search for the case number and select the scheduled hearing.
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 a few minutes before hearing starts.

Search by Case Number

1 Case Number
Enter a case number to get hearings for today.

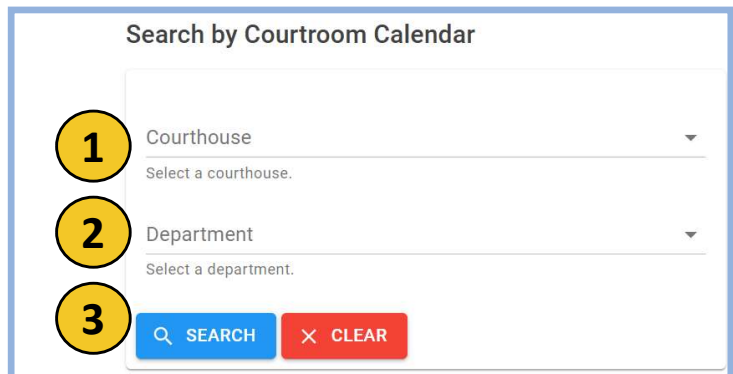
2

Other Search Options

Additional search options are found on the left-hand navigation panel. Users can search by: **Calendar Search (date)** or **Name Search**

Calendar Search

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



Search by Courtroom Calendar

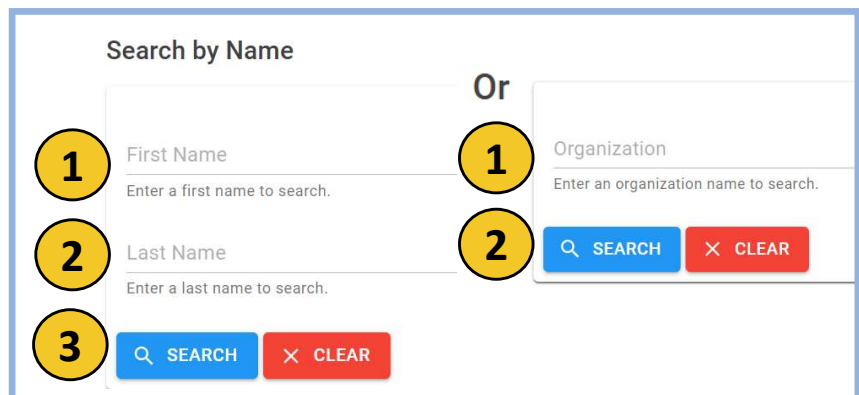
1 Courthouse
Select a courthouse.

2 Department
Select a department.

3

Name Search

1. Enter First Name
 2. Enter Last Name
 3. Click **Search**.
- OR**
1. Enter Name of Organization, if you are appearing on behalf of an organization.
 2. Click **Search**



Search by Name

1 First Name
Enter a first name to search.

2 Last Name
Enter a last name to search.

3

Or

1 Organization
Enter an organization name to search.

2

Select Your Case

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

Click **Select** on your case

OR

Type in case information in the Case Filter search bar.
Once you locate your case then click **Select**.

Search by Courtroom Calendar

Courthouse
Stanley Mosk Courthouse

Select a courthouse.

Department
4

Select a department.

Filter by case information...

Case Number: 24STPB01878
LN-8287, Subject-728 - Conservatorship

On the 6/6/2024 at 10:30 AM in Stanley Mosk Dept. - 4 for Appointment Hearing - Conservator

Case Number: 24STPB01878
LN-8287, Subject-728 - Conservatorship

On the 6/6/2024 at 10:30 AM in Stanley Mosk Dept. - 4 for Appointment Hearing - Conservator

Case Number: 24STPB01889
LN-155453, Subject-5354 - Conservatorship

On the 6/6/2024 at 10:30 AM in Stanley Mosk Dept. - 4 for Appointment Hearing - Conservator

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

Click **Continue** to check-in for all hearings

OR

De-select any hearing you wish not to check in for, then click **Continue**.

Multiple hearings scheduled for the same time detected!

There are multiple hearings for your case with the same start time. Click Continue to check-in for all hearings selected "or" uncheck hearings you wish not to check-in for. Then click Continue.

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 6/6/2024 8:20:00 AM - Petition Hearing |
| <input checked="" type="checkbox"/> | 6/6/2024 8:20:00 AM - Accounting Hearing |
| <input checked="" type="checkbox"/> | 6/6/2024 8:20:00 AM - Appointment Hearing - Decedent's Estate |

Select Your Name & Finalize Check In

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

1. Select your name by clicking on the radial button to the left of your name.

Remote Appearance Check-in

Case Information
Case number: 24STPB04818
Case name: LN-125219, Subject-1952 - Conservatorship

Hearing Information
6/6/2024 8:20 AM in department Stanley Mosk Dept. - 4 LN-125219, Subject-1952 - Conservatorship

6/6/2024 8:20:00 AM - Petition Hearing
6/6/2024 8:20:00 AM - Accounting Hearing
6/6/2024 8:20:00 AM - Appointment Hearing - Decedent's Estate

1 Select your name:

- Brent Alan Babow (Attorney)
- Nancy Lee Aspaturian (Attorney for Petitioner)
- Petitioner-5751 LN-125157 (Petitioner)
- Subject-1952 LN-125219 (Subject)
- Other

2 ▶ CHECKIN ✕ CANCEL

1a. If you are an attorney or are appearing on behalf of an organization, you will be prompted to select the party for which you are appearing on behalf of.

2. Click Check in

1a Select a party you're appearing on behalf of.

- Petitioner-5751 LN-125157
- Subject-1952 LN-125219

Join Remote Appearance

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

When ready, click the **Join Meeting** button to enter the virtual courtroom.

Remote Appearance Check-in Confirmation

Case Information

Case number: 24STPB04818
Case name: LN-125219, Subject-1952 - Conservatorship
Attendee Name: Brent Alan Babow (Attorney)

Hearing Information

6/6/2024 8:20:00 AM - Petition Hearing
6/6/2024 8:20:00 AM - Accounting Hearing
6/6/2024 8:20:00 AM - Appointment Hearing - Decedent's Estate

Please verify the case details above 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.

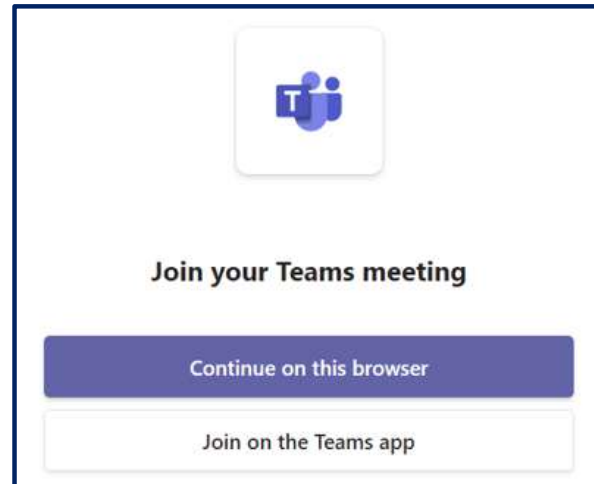
If you encounter any audio or video issues in MS Teams, or are unable to join via your computer or smartphone, please call the backup conference phone number +1 323-488-2201 and enter Conference ID: 319450492 when prompted.

🗨️ JOIN MEETING ✕ CANCEL

Join Remote Appearance (Continued)

After clicking the **Join Meeting** 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.”**



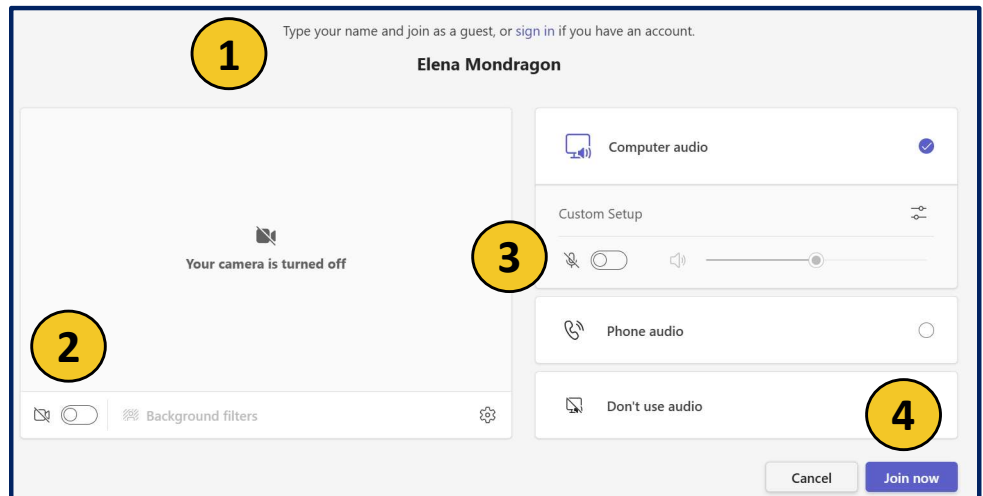
The Microsoft Teams app will launch.



Ensure to:

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

Note:

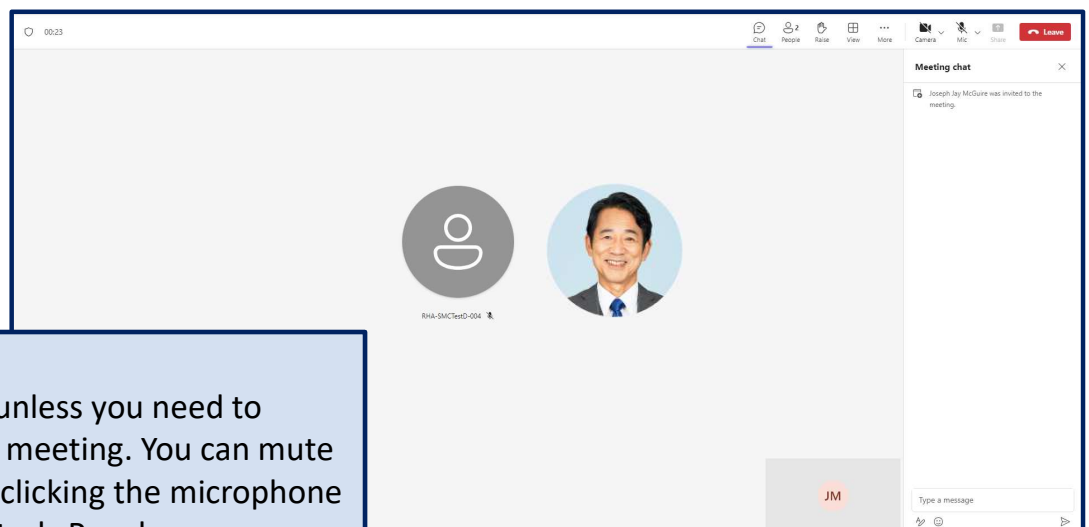


Upon clicking **“Join now,”** the Court will be notified that you are waiting. Please be patient as you may be waiting several minutes before you are allowed into the hearing.

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

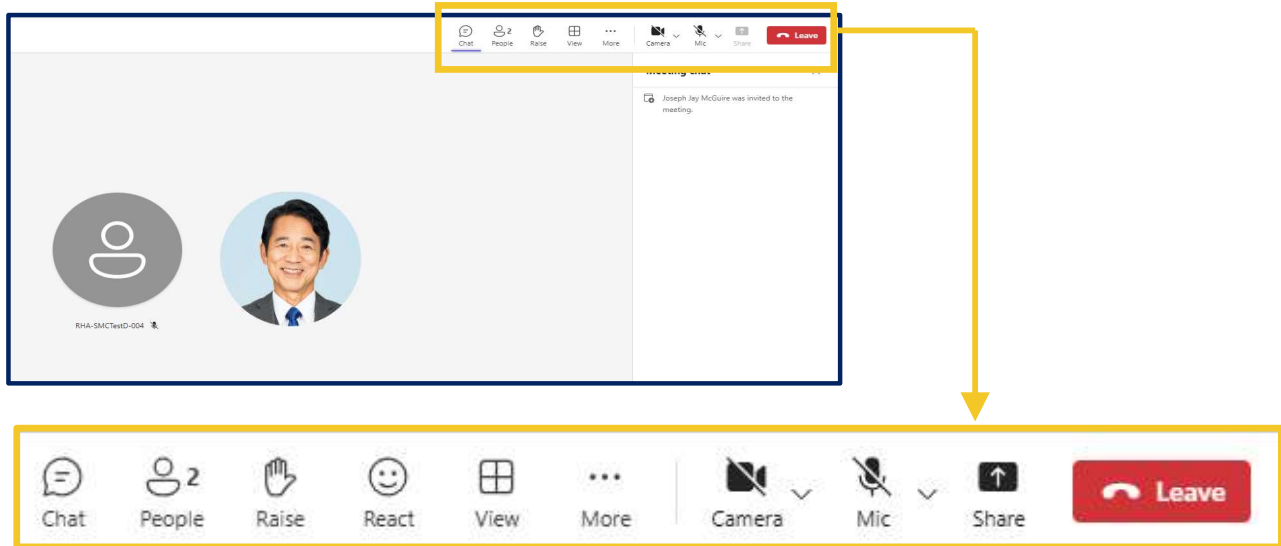
Important:


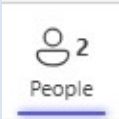
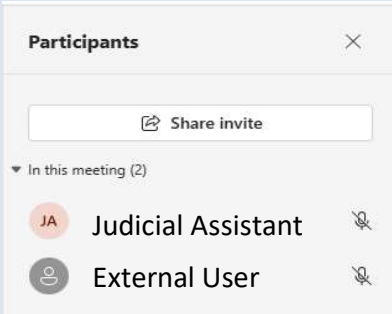
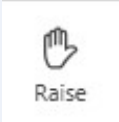
- **Keep your mic muted** unless you need to speak or are leading the meeting. You can mute and unmute yourself by clicking the microphone icon in the Meeting Controls Panel.



Using Microsoft Teams

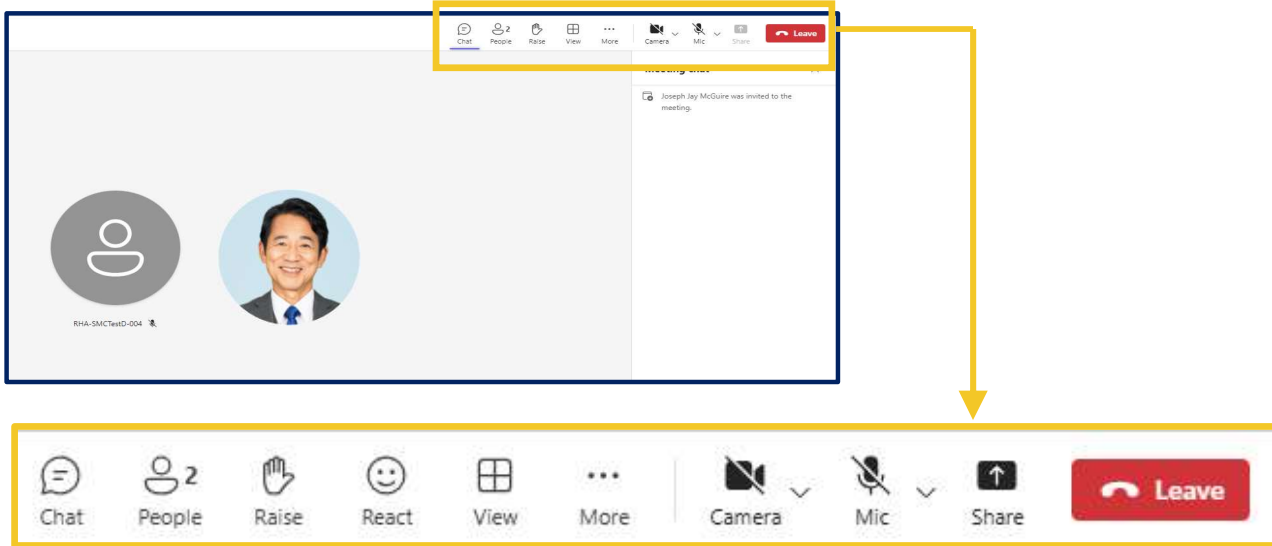
At the top of the meeting window is a set of tools available for use during the hearing. We will review the primary tools.






<p>Chat</p> 	<p>The chat feature is available to video and audio participants who join on the Teams app. The chat is not monitored by the Court.</p> <p>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:</p> <ol style="list-style-type: none"> 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.
<p>People</p> 	<p>The participant feature will display a list of attendees currently in the meeting.</p> 
<p>Raise hand</p> 	<p>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.</p>

Using Microsoft Teams Continued

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



<p>Camera</p> 	<p>Use the video icon to turn your camera off and on.</p> <p>Best practices:</p> <ul style="list-style-type: none"> - 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.
<p>Microphone</p> 	<p>Use the microphone icon to turn your microphone off and on. Keep your mic muted. Best practices:</p> <ul style="list-style-type: none"> - 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.
<p>Leave</p> 	<p>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.</p>