

Colorado Court of Appeals WebEx Oral Argument Best Practices for WebEx Appearance



This guide will help you with your upcoming WebEx remote oral argument in the Colorado Court of Appeals. Please note that this guide is in addition to the Court's regular oral argument protocols. Please read through it this document in its entirety. If you have a connection issue, the Court may either vacate the grant of oral arguments or continue the orals setting. At this time, it may be a 2-month delay of your orals setting.

You are required to file an information notice.

Within 7 days of receiving Notice of Oral Argument, all counsel who will be actively participating in the oral arguments must file an Informational Notice that includes the following:

1. Name;
2. Party representing;
3. Email address; and
4. Cell phone or phone number counsel can be reach at the day of arguments.
- 5.

Failure to do so may result in the Court vacating or continuing the oral argument setting.

You are required to download and familiarize yourself with the WebEx App prior to Oral Argument

We are no longer having precheck meetings prior to oral arguments. We have a web ex tutorial (insert link) that we require all counsel to review. We also require that all counsel check their web ex connections prior to the date of their oral arguments. Please note that the web ex practice used by the appellate courts

differs from the trial court—*do not rely on prior trial court web ex use to prepare for your oral arguments.*

Download the WebEx App Prior to Oral Argument

The Court will use Cisco WebEx for this remote oral argument session. You may not use the call-in option or use a Polycom call in set up—it will not work with our livestream technology—you must use the app. If you have never used WebEx before, you must download the WebEx app onto your laptop or smart device. [Download-the-Cisco-Webex-Meetings-Desktop-App.](#)

Please then CHECK your connection:

<https://www.webex.com/test-meeting.html>

The Cisco website has lots of instructions and videos; we recommend the following:

[Get-Started-with-Cisco-Webex-Meetings-for-Attendees](#)

[Join-a-Webex-Meeting-from-an-Email-Invitation](#)

[Choose-Your-Audio-and-Video-Settings-Before-You-Join-a-Webex-Meeting-or-Event](#)

For lots of video tutorials on WebEx, visit: [Cisco-Webex-Meetings-Video-Tutorials](#)

We also recommend that if possible, you download the Cisco WebEx application onto a smart phone or other device that connects to a data plan—if you have internet interruptions, a smart device might be a better solution for you. We have found that smart phone and IPAD participants have strong audio and video connections. Many of our judges always use an IPAD web ex connection, and we have had judges and counsel participate on a smart phone without incident.

iOS

Android

You can download the app by:

- Searching for **Cisco Webex Meetings** in the **App Store**
- Joining a meeting for the first time in your device's web browser and accepting the offer to install the app on your device
- Scanning this code:



 After opening Webex Meetings, accept the Terms and Conditions to use the app.

iOS

Android

You can download the app by:

- Searching for **Cisco Webex Meetings** in the **Google Play Store** or **Amazon Appstore for Android**
- Joining a meeting for the first time in your device's web browser and accepting the offer to install the app on your device

 After opening Webex Meetings, accept the Terms and Conditions to use the app.

General Web Ex Rules for Oral Argument

Turn off all your other applications on your computer.

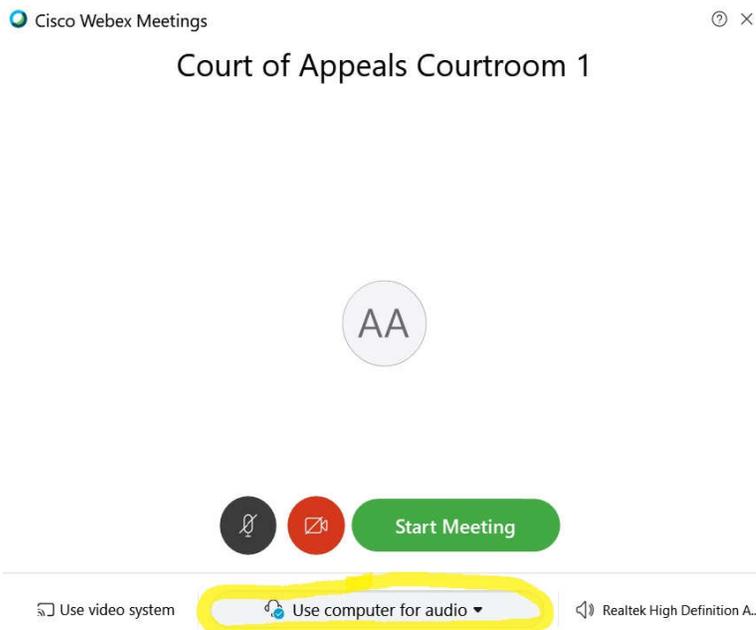
To maintain a strong connection, it is very helpful to close out of all other applications on your computer such as browsers and your email/calendar.

Test

CHECK your connection: [test-meeting](#)

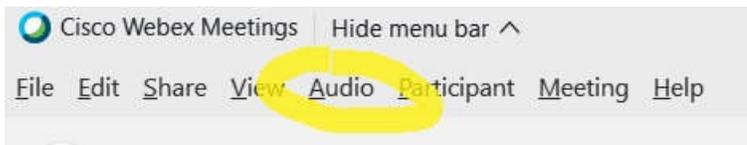
Check settings

1. A half hour before your scheduled oral argument meeting time, reboot your computer or restart your smart device. This will clear your memory and reset any changes to video settings made by other platforms such as Zoom. Use of the WebEx client is mandatory. If you have a headset, plug it in to your device **prior to logging in to the Webex.** *If you don't plug the headset in before joining the Webex, you will have to log out and log back in before the other participants will be able to hear you.*
2. Turn off all other applications on your computer or smart device, such as Chrome, Explorer and Outlook.
3. When you start WebEx, pay attention to the settings for your audio. Most problems experienced by counsel are audio. You must use your computer or smart device for audio.

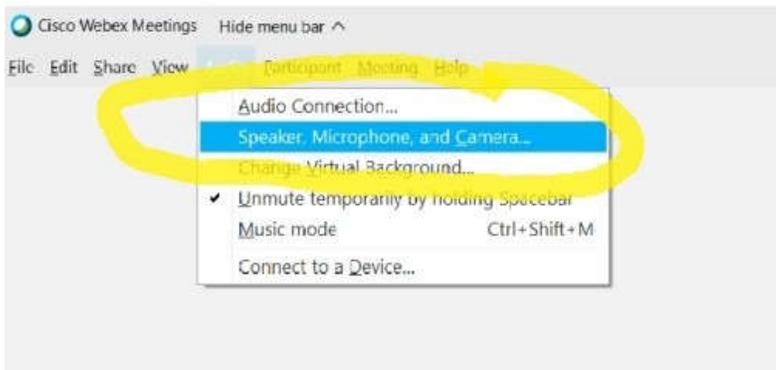


If you have a laptop and have plugged in an external monitor, make sure that Windows has not changed your audio settings. To test your audio, start a meeting. You do not need to invite anyone to join it with you.

On the WebEx Meetings menu bar in the upper left, click Audio



Under the Audio settings, click “Speaker, Microphone, and Camera.”



Under the Speaker portion, click the test button and listen for the music. If you do not hear the music, check your volume. If your volume is up, change the speaker setting from the drop-down menu next to the Test button until you can hear the music. Repeat this test for the Microphone setting.

During the WebEx Oral Arguments

30 minutes before the WebEx Oral Arguments

REBOOT YOUR LAPTOP. We have discovered that other video platforms will reset your audio functions until you reboot your computer, so take this simple step and you will avoid 90% of the connection issues we have experienced.

WebEx Invitation

We will send you an email with the link to join the oral arguments only about 5-10 minutes before your case. If you are second on the docket, it will be about 30 minutes after the 1st case. If your case is later in the docket, you will be instructed when to join the WebEx as well.

WebEx Connection

Remember, you will not be admitted if you are on a call-in or Polycom connection. You need to join the orals through a WebEx app or an iPad. ***You cannot call in on the phone line or use a Polycom device.***

WebEx Lobby

When you join the oral arguments, you will be automatically placed in the WebEx Lobby. You will see a screen with the WebEx meeting title—in this case, your court of appeals case number, and nothing else. You will not see other participants. *We will bring you in from the lobby when we have the judges online and ready to go—the opposite of our live oral arguments. Do not panic or think you need to re-log in when you are in the lobby.*

WebEx v. Livestream link

Only attorneys presenting arguments in the oral arguments will be moved from the Lobby to the conference. Do not forward the WebEx link to others--co-counsel, represented parties, interested parties, etc., **should go to the live stream and watch from that link.** We are live streaming and archiving these arguments exactly as we do all oral arguments. All participants in the WebEx conference will be visible throughout the conference, and the fewer participants we have, the clearer both the audio and visual will be.

First steps when you are moved from the Lobby to the oral argument conference

When you are moved from the lobby to the conference, WebEx should default to Grid. If it does not, you must change it to Grid view, otherwise you will not see the clock. Here are instructions: [Switching View in WebEx](#).

You will see the host as a timer. You will also see the 3-Judge division members and all other attorneys who will be arguing.

Please MUTE. If you do not mute yourself, we will mute you. This is necessary to prevent feedback noise and to record a clear argument. The presiding judge will ask you in turn to un-mute and will check your audio connection.

Oral argument etiquette we ask you to follow:

1. Stay muted until your turn to argue is recognized by the presiding judge.
2. Watch the 3-judges—they will raise a hand when they want to interrupt you and will unmute. Please mute while they ask the question, and then unmute to respond. We recognize that this will seem a bit stilted at first, but it will quickly become easy to adjust to.

3. If you are reading something, please try to stay forward and near the mic. We have found in practice that when we have audio problems, it is when we turn and read from something to the side.
4. Appellant should watch the clock in order to reserve time, but if you instruct the presiding judge how much time you expect to reserve, if your video view is somehow lost, we can give you a verbal warning. Because the clock is the host, we have found that it generally is visible even when bandwidth issues cause you to lose a video connection to the conference.

5. Oral argument expectations:

This oral argument is as real and as formal as if you were arguing in the Ralph Carr Building. We ask that counsel dress appropriately.

Stay Calm and Conference On:

We plan for the unexpected—and that is why we ask you to check your connections before your argument with all counsel. If you suddenly lose connection or if you have issues with your audio, we may ask you to log out and log back in—don't panic, we will walk you through the issues. If your bandwidth gets stretched, the first thing WebEx will do is to limit your video. If you turn off your video, you often will regain sight of the rest of the conference participants. The audio portion is the most critical.