



## How to Join a CourtCall Appearance on a Computer Colorado Judicial Branch

Days before your hearing, [test your configuration](#) from the device you will use on the day of your hearing.

1. **This is the preferred and best method to join a session.** Join links may be found on [Colorado Judicial Branch's Virtual Courtroom Website](#) or on the specific webpage for your Courtroom. Once you have identified the proper Courtroom/Department select the "Join Virtual Courtroom" to join the virtual hearing room.
2. Enter Your Name in the "Enter Full Name" field

**Please Enter Your Name**  
This is what other participants will see.

Enter Full Name

Enter Email Address (optional)

Please select your case(s) from the dropdown menu below, if you do not know your case name or number, please select "My case is not listed here."

Select Your Case(s) ▼

Please select from the dropdown menu, your role in today's hearing

Select Your Role ▼

SUBMIT EXIT

3. If desired, you may enter your email address into the optional field. Email addresses will not be displayed publicly in the meeting room and will only be available to meeting hosts.



# CourtCall<sup>®</sup>

**Please Enter Your Name**  
This is what other participants will see.

Enter Full Name  
\_\_\_\_\_

Enter Email Address (optional)  
\_\_\_\_\_

Please select your case(s) from the dropdown menu below, if you do not know your case name or number, please select "My case is not listed here."  
Select Your Case(s) \_\_\_\_\_

Please select from the dropdown menu, your role in today's hearing  
Select Your Role \_\_\_\_\_

SUBMIT EXIT

- Next, select the case(s) that you are appearing on for this Courtroom. Each Courtroom calendar is automatically uploaded into the hearing room for each day. All available cases will be viewable from the dropdown menu. You may select as many cases as necessary. If you do not see your matter or do not know your case name or number, please select "My case is not listed here."

**NOTE:** If your case has multiple Case Numbers, please ensure that you select each case from the dropdown menu to ensure a smooth hearing experience.

**Please Enter Your Name**  
This is what other participants will see.

Enter Full Name  
\_\_\_\_\_

Enter Email Address (optional)  
\_\_\_\_\_

Please select your case(s) from the dropdown menu below, if you do not know your case name or number, please select "My case is not listed here."  
Select Your Case(s) \_\_\_\_\_

Please select from the dropdown menu, your role in today's hearing  
Select Your Role \_\_\_\_\_

SUBMIT EXIT



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**Please Enter Your Name**  
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Enter Full Name  
\_\_\_\_\_

Enter Email Address (optional)  
\_\_\_\_\_

Please select your case(s) from the dropdown menu below, if you do not know your case name or number, please select "My case is not listed here."

My case is not listed here

Getty, Nelson (ADJ2284716)

Jordan, Stephen (ADJ33718181)

Stock, Christian (ADJ3381291)

5. Lastly, select your role in the matter by choosing a role from the "Select Your Role" dropdown menu. The role that you select will appear in parenthesis after your name in the meeting room. Upon joining the room, hosts will be able to determine the case(s) that you are appearing on as well as your role in the matter(s).

**Please Enter Your Name**  
This is what other participants will see.

Enter Full Name  
\_\_\_\_\_

Enter Email Address (optional)  
\_\_\_\_\_

Please select your case(s) from the dropdown menu below, if you do not know your case name or number, please select "My case is not listed here."

Select Your Case(s) \_\_\_\_\_ ▾

Please select from the dropdown menu, your role in today's hearing

Select Your Role \_\_\_\_\_ ▾

**Please Enter Your Name**  
This is what other participants will see.

Enter Full Name \_\_\_\_\_

Enter Email Address (optional) \_\_\_\_\_

Please select your case(s) from the dropdown menu below, if you do not know your case name or number, please select "My case is not listed here."

Select Your Case(s) \_\_\_\_\_

Advocate

Attorney

Defendant

Interpreter

Plaintiff

Witness

- When all necessary information has been entered, please select "Submit" to select your audio/video preferences.
- Participants can join the audio portion of the meeting by using computer audio, dialing into the CourtCall meeting, or having the CourtCall system dial out to your direct phone number. If using computer audio, ensure the proper microphone and speaker output devices are selected from the menu below. To change your microphone or speakers, select the proper device from the dropdown menu. For the best experience, Computer Audio is recommended.

**Audio Setup**

COMPUTER  DIAL IN  CALL ME

Microphone Test

Default - Microphone (Jabra SPEAK 410 USB) (0b0e:0412)

Speakers Test

Default - Speakers (Jabra SPEAK 410 USB) (0b0e:0412)



8. If you prefer to call into the conference by phone, select "Dial In" and dial the phone number, access code and PIN displayed on the screen.

\*The numbers displayed below are for demonstration purposes only, each Virtual Courtroom will have its own dial-in number and access code that are specifically associated with their room. Participants may be connected to the video room for video transmission and by phone for audio participation.

**Audio Setup**

COMPUTER    **DIAL IN**    CALL ME

Phone Number                      **855-268-7844**

Access Code                         **13758151**

PIN                                      **39229030**

9. If you prefer for the CourtCall system to dial out to you directly, please select call me, and enter your phone number (and extension if necessary) into the appropriate fields. Once a valid number/extension has been entered into the appropriate fields, the "Call Me" button will appear. Participants will receive a call momentarily. Participants will be asked "to press 1" to accept the call from the CourtCall system.

**Audio Setup**

COMPUTER    DIAL IN    **CALL ME**

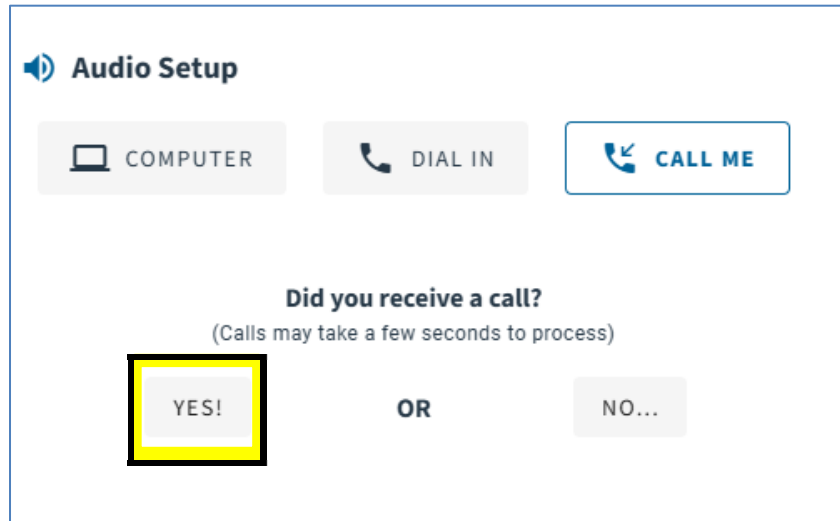
Phone number    888-888-8888

Ext                #####

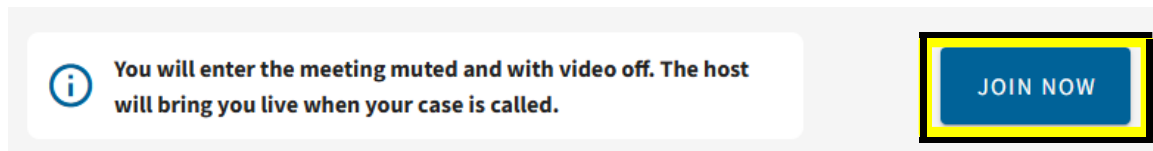
**CALL ME**



10. Confirm that you received the call from CourtCall, and have joined the meeting.



11. Once the system has established both an audio and video connection, you will be permitted to join the meeting by selecting the "Join Now" button.



12. All non-host participants will enter into a waiting room specific to the virtual Courtroom. While in the waiting room, participants are unable to see or hear the Judge or any proceedings.



Welcome to **Colorado Judicial Branch Hearing Room**

**Please wait here.**  
You will be admitted by the host soon.

**You are connected to the platform.**  
A tone will alert you once you are admitted.

If you have a question or require assistance, please contact the host.

**CONTACT HOST**    EXIT

**Helpful Resources**  
Explore the listed resources while you wait.

- View the statewide dockets  
<https://www.coloradojudicial.gov/dockets>
- View Self-Help Resources  
<https://www.coloradojudicial.gov/self-help-resources>
- Instructions for e-filing for attorneys  
<https://www.coloradojudicial.gov/e-filing-attorneys>

Previous    Viewing 1-3 of 3    Next

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13. If you need assistance or would like to communicate with a meeting host prior to being admitted to the room, you can use the "Contact Host" button from the waiting room. **This chat functionality allows for one-way chat, participants will be unable to receive communication back from the meeting hosts until they are in the main conference.**

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**Please wait here.**  
You will be admitted by the host soon.

**You are connected to the platform.**  
A tone will alert you once you are admitted.

If you have a question or require assistance, please contact the host.

**CONTACT HOST**    EXIT



14. Enter your message and click "Submit" to send the message to the meeting host.

A screenshot of a "Contact Host" dialog box. The title "Contact Host" is centered at the top. Below it, a subtitle reads "Your message will immediately be sent to any active hosts in the meeting." A text input field contains the message: "If possible, I would like to request priority on ADJ1139292. Thank you!". At the bottom, there are two buttons: a blue "SUBMIT" button and a grey "CANCEL" button. The "SUBMIT" button is highlighted with a yellow border.

15. When the Court is ready, participants will be moved from the waiting room into the virtual gallery. From the virtual gallery, participants will be able to see and hear the Judge and any participants that are on the live matter. **Participants will enter the room with their microphones and cameras disabled.** Participants will not be seen or heard until the Judge has called their case, at which time all participants who selected that particular case will have their microphone and camera automatically enabled.

Days before your hearing, [test your configuration](#) from the device you will use on the day of your hearing.