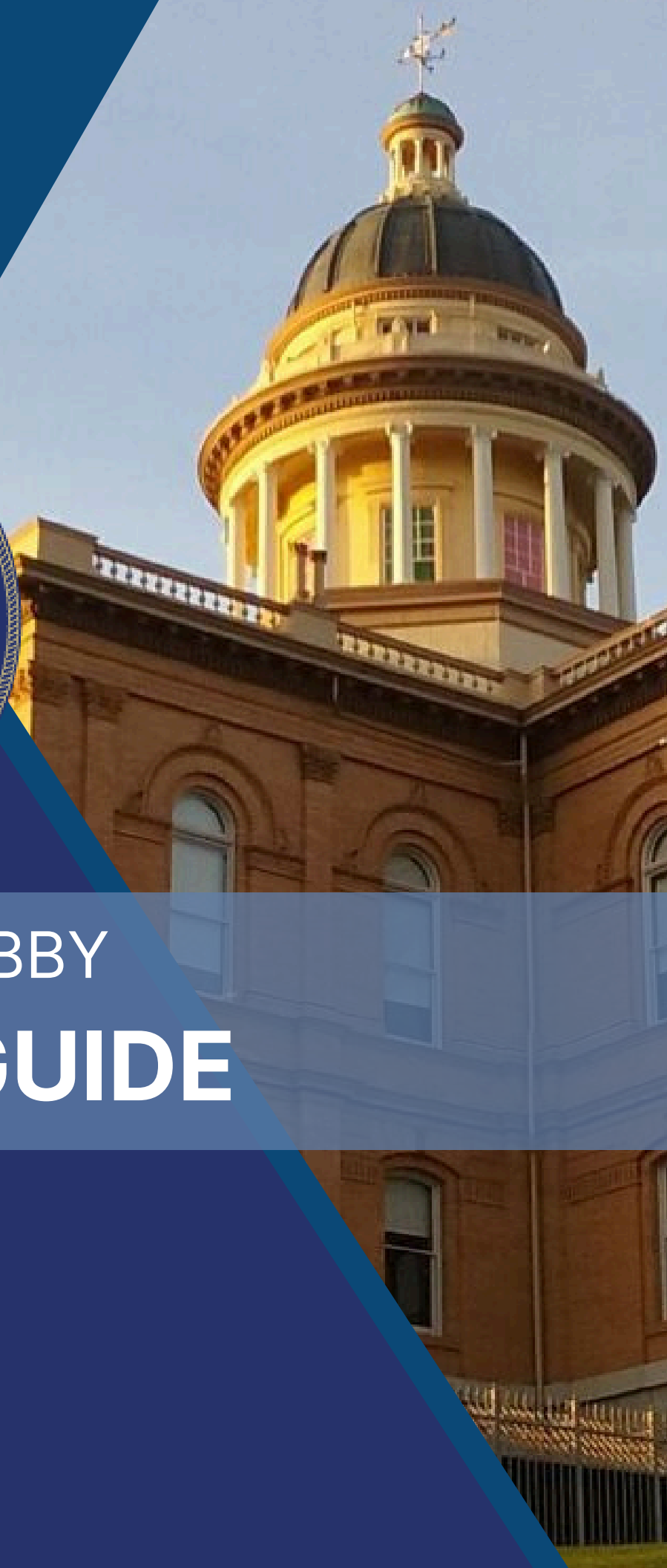




VIRTUAL LOBBY **QUICK GUIDE**



Virtual Lobby Quick Guide

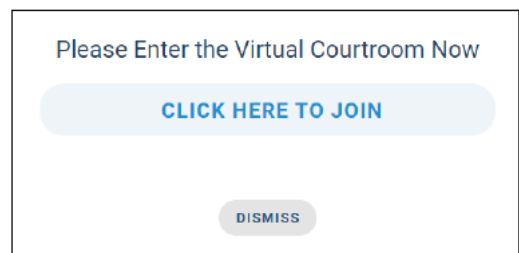
Overview

The CourtCall Virtual Lobby is an entirely browser-based application that allows guests to check in and mark themselves as “ready,” prior to joining the virtual courtroom to participate in a hearing. Guests can leverage the Virtual Lobby’s built-in chat, file sharing, and meeting functionality to handle important business or view the court’s livestream while waiting to be admitted into the virtual courtroom.

****IMPORTANT NOTE: The Virtual Lobby is entirely separate from the virtual courtroom and you will be required to join a separate application to participate in the virtual courtroom.**

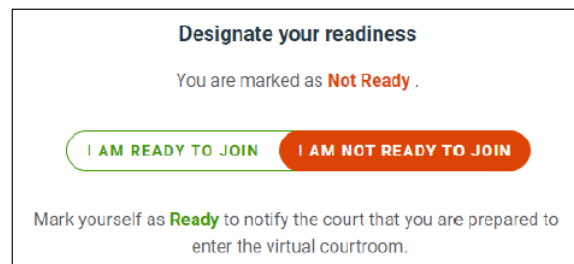
Joining the Virtual Courtroom

When the court is ready for your case, you will receive a pop-up prompt asking you to click to join the virtual courtroom:

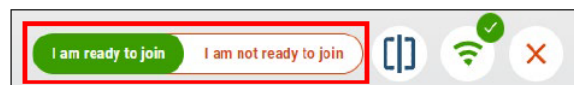
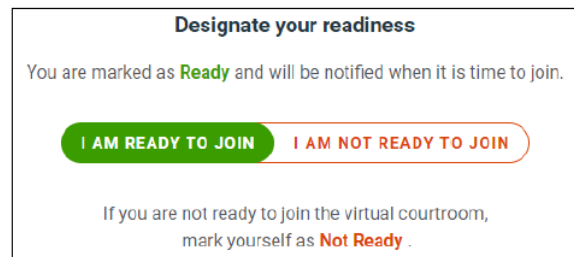


Ready / Not Ready

The Virtual Lobby allows you to mark yourself as “**Ready to Join**” or “**Not Ready to Join**” the virtual courtroom. Courtroom staff *may* rely on your status to determine whether to prompt you to join the virtual courtroom, though **you may be prompted to join regardless of your status.**



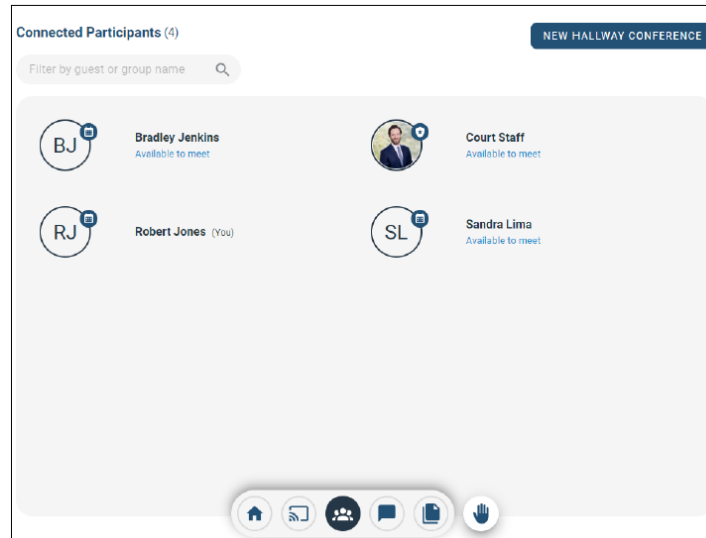
You will join the Virtual Lobby marked as “not ready to join” **so change your status as soon as you are ready.** If you need time to chat with others on your case, you may stay marked as “Not Ready to Join” until you are finished. You may change your status from the Home Screen or in the upper right of any other tab in the Virtual Lobby.



Participants Tab

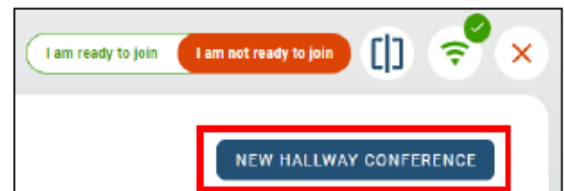


From the participants tab, you can see a list of connected court staff members, as well as any other connected guests who are on the same case(s) as you.



Hallway Conferences

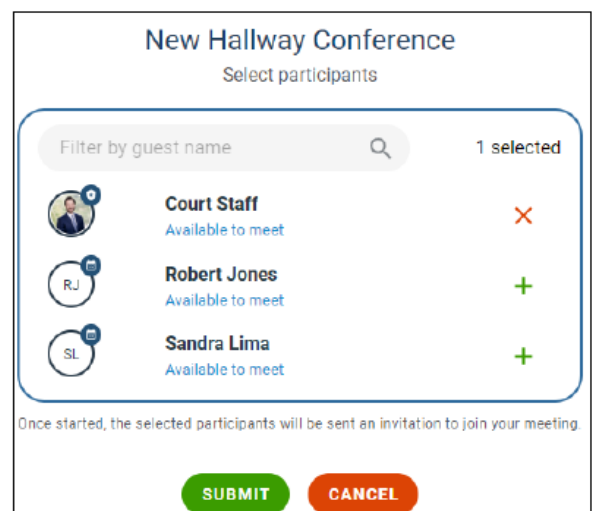
If permitted by the court, you will be able to participate in a separate “Hallway Conference” to meet with other guests on your case(s).



Initiating a Hallway Conference

From the participants tab, click the “New Hallway Conference” button in the upper right corner. Use the pop-up to select the desired guest(s) to include. When ready, hit “Submit” and the new tab with the Hallway Conference will automatically open.

Invited guests will receive an invitation and will be required to accept, prior to joining.



Chat Tab



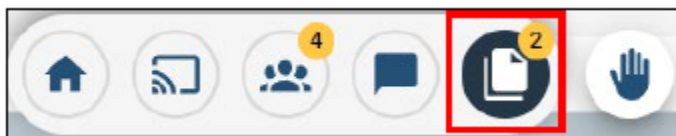
Use the chat tab to view room-wide chats posted by court staff in the “global chat” or participate in direct or group chats with others on your case(s).

Creating a New Chat or Chat Group

To create a new direct chat or a new chat group, click the “new chat” button in the list of chats along the left side of the screen. Use the pop-up to select the desired guest(s) to include. When ready, click “Submit” and then navigate to that chat in the list on the left-hand side and click on it to begin typing.

A screenshot of a mobile application pop-up titled "New Chat Group" with the subtitle "Select group or participants". It features a text input field for "Group name (optional)", a dropdown menu for "Invite a specific group", and a separator "- OR -". Below is a list of participants with a search filter "Filter by guest name" and a "1 selected" indicator. The list includes "Bradley Jenkins" (with a red 'X' to remove), "Court Staff" (with a green '+' to add), and "Sandra Lima" (with a green '+' to add). A note at the bottom states: "Please note: Recipients must accept your Chat Request before you will be able to message them." At the bottom are "SUBMIT" and "CANCEL" buttons.

Files Tab

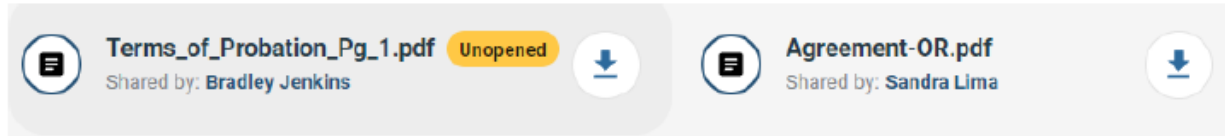


The Files Tab can be used to upload and share files with others on your case(s) or to view/download files shared with you by others on your case(s).

Viewing / Downloading a File Shared with You

Navigate to the Files Tab to view all files shared with you. Each file will indicate if it has been viewed/downloaded. To view/download a file, click the download icon to save it to your device. If there are several files, you can limit those that are displayed by using the filter.

****Parties may download and view these files a their own risk. There is no virus check.**



Sharing / Uploading a File with Others

To share a file with others (Parties on your case) click the “Upload Document” button in the upper right portion of the Files Tab and use the pop-up to choose who to share with.