

## **GUIDE FOR LAWYERS ON USE OF WEBEX FOR COURT HEARINGS**

### **CHECKING THE COURT'S HEARING LIST BEFORE THE COURT SESSION**

1. The Court's Hearing List for each week will be made available on our website every preceding Friday.
2. The Hearing List provides information on the presiding officer hearing the matter. For the purposes of Webex connection, the Meeting ID for that Court session is the Meeting ID for that presiding officer as set out in Registrar's Circular No. 19 of 2020.

### **ON THE DAY OF THE COURT SESSION, AND ENTERING THE COURTROOM**

1. Please indicate the following - name of lawyer, law firm and case number as your user name when entering for Court session/Courtroom.
2. Please ensure that you use the correct Meeting ID to enter the Court session/Courtroom. For hearings (of divorce applications or other applications including interlocutory/interim matters), please enter the Court session/Courtroom and wait in the waiting room 5 mins before the scheduled hearing time.
3. On entering the waiting room, you are presumed to be ready to mention the case. You will be admitted into the Court session/Courtroom when the presiding President or Registrar is ready to have the case mentioned.
4. If you have wrongly entered a Court session/Courtroom, the Court officer will remove you from the waiting room.

(This is the view that you are in the waiting room)

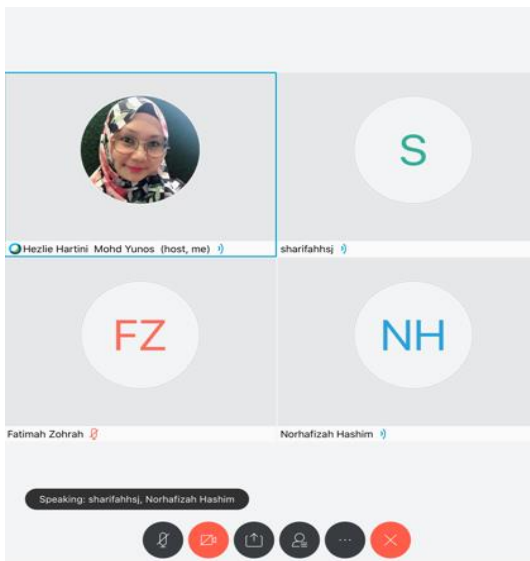


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You can join the meeting after  
the host admits you.



(This is the view of the Host when in session with 3 parties)



\*Laptop/ desktop/ tablet/ ipad users will be able to view all participants admitted into the meeting room. \*Phone (iphone/android) users will only be able to view 2 participants at one time, one view is of themselves and the other view is of the participant who is speaking.

### **AFTER THE COURT SESSION, AND EXITING THE COURTROOM**

5. Please exit the Court session/Courtroom at the conclusion of your case.
6. If you have another case to mention, please inform the Court officer. The Court officer will then put you back into the waiting room until the presiding President or Registrar is ready to have the case mentioned.

### **AT THE END OF THE COURT SESSION**

7. At the close of the Court session, the Court officer will “End the meeting”. When this happens, the waiting room will be closed and you will no longer be able to enter the Court session/Courtroom.

