

Felony Domestic Violence Court Tips for Preparing and Participating in a Virtual Court Proceeding

THESE INSTRUCTIONS WILL BEGIN STARTING JANUARY 1, 2024.

Felony Domestic Violence Court review hearings may be conducted by video conferencing on your smart phone, tablet, or computer. This will allow you to participate without coming to the Courthouse.

Joining Remotely:

1. You can use Microsoft Teams from any smart phone, tablet, or computer free of charge
2. Join the Meeting at https://tulsacountydistrictcourt.org/vh_fdv.html
3. No password is required, you can join as guest.
4. Allow Microsoft Teams to access your microphone and camera so the Court can see and hear you.
- ★ 5. If this **does not work**, please refer to back side of this page for different instructions with a visual image on how to access the virtual option.

Preparing for Virtual Review:

- Have enough battery for the entire court session and have a charger readily available
- Have enough data and/or Wi-Fi access
- Familiarize yourself with your internet, video, and audio capabilities prior to your review
- Keep the log-in information close by in case you experience unforeseen technical difficulties
- The name you enter into Microsoft Teams should reflect your legal first and last name and party designation (defendant, attorney, ADA, PD)
- Dress and conduct yourself as you would when appearing in person at Court
- Check the lighting

What to Expect:

- When you join the virtual Courtroom, you will be placed in a waiting room until your case is called by the Court.
- When you enter the virtual Courtroom, your audio will be muted. Please remain muted until your review. You will need to unmute yourself when it is time to speak.
- Remember to speak one at a time.

Recording:

- You are reminded of the prohibition against photographing, recording, and rebroadcasting of court proceedings. Recording the proceeding is not allowed by anyone except the official Court Reporter. A violation of either of these rules constitutes contempt of court.

Please contact the DV Court Coordinator Jayme Warlick at jayme.warlick@oscn.net or 918-596-4689 with questions. If there is no answer, please leave a voicemail with a return number.

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At the scheduled date and time of your hearing, go to the Tulsa County District Court homepage at: www.tulsacountydistrictcourt.org and click the “Virtual Hearings” tab. Click on the **Felony DV Docket** tab and then select the morning or afternoon link that you are scheduled to appear on.

The screenshot shows a web browser window with the URL tulsacountydistrictcourt.org/virtual_hearings.html. The page header features the Tulsa County District Court logo and name, along with contact information: 500 South Denver, Tulsa OK 74103 | Phone: (918) 596-5000. A navigation menu includes Home, Divisions, Family Court, Virtual Hearings (circled in red), Jurors, and Information. Below the menu, there are links for Instructions, Family Court, Misdemeanor Docket, Protective Order Docket, and Bond Docket. The main content area is titled "Virtual Hearings - Instructions" and includes the Oklahoma State Courts Network logo. The text provides instructions on how to participate in virtual hearings via Microsoft Teams, noting that attendance is free of charge but requires a smart phone or internet access. It also mentions that Microsoft Teams is installed on the device and provides links to download the Teams application from the App Store and Google Play.

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