



ALAMOSA MUNICIPAL COURT **VIRTUAL COURT HEARING INSTRUCTIONS**

Due to the recent increase in positive COVID-19 cases and out of precaution for the safety and health of all parties, *starting immediately*, all court hearings will be conducted virtually until further notice via a Zoom Meeting. **If your hearing is a Trial, you must attend by video. See enclosed Order.**

There are two options to comply with your attendance: dial-in by telephone or attend via the link on a computer, laptop, tablet or smartphone. You will need to have the Zoom App installed.

Please join the meeting at least 5-10 minutes prior to the start time of your hearing to confirm your attendance. You will be placed in a waiting room until the Zoom Host allows you in.

INSTRUCTIONS TO ATTEND YOUR SCHEDULED HEARING:

Below are the details needed to access the court sessions. If you require any assistance on accessing the court session, please let the Court know ahead of time so we can assist you.

Join Zoom Meeting by web:

<https://zoom.us/j/7195892593>

Meeting ID: 719 589 2593

Join Zoom Meeting by telephone:

+1 669 900 6833 US

Meeting ID: 719 589 2593

IMPORTANT NOTES:

As you enter the meeting, you will be placed in the waiting room until your scheduled time begins. All participants are muted upon entry. When your case is called by the Judge, you will be unmuted for your hearing to take place. After your hearing is over, you will be removed from the meeting to allow steady flow of cases to come through. In some cases, you may need to unmute yourself. You can do so by dialing *6.

- If you are using the web platform, please be sure to enter your full name details as you are entering the meeting. This allows the court clerks to easily see who is attending and needing to be allowed in for their hearing.
- If you are attending via the telephone, please submit your phone number you are calling in on to the clerks ahead of time by emailing it to: court@ci.alamosa.co.us or by calling and providing it to the clerks at (719) 589-2272. The clerks will be able to change the number to display your name for the hearing.
- ***Trial hearings are required by Judge's Order to attend with video capabilities.***

If you have any questions and/or concerns, or need accommodations for your hearing, please contact the Court as soon as possible at (719) 589-2272 or by email at court@ci.alamosa.co.us.