

## **VIRTUAL COURT APPEARANCES NOW AVAILABLE**

The Raymore Municipal Court now gives you the option to address some cases at a virtual court appearance. A virtual court appearance is a video conference with you, the judge, and the prosecutor without going to the courthouse.

**You will need access to internet, video, and a microphone to have a hearing online OR the ability to dial in by cell phone or landline.**

- To have a video virtual court appearance, your computer, cell phone or wireless device must have a webcam or built in camera with sound and video. If using a cell phone or wireless device, you will have to install the ZOOM APP before the conference begins if you do not already have it.
- To dial in, use a cell phone or land line and the telephone instructions in your Zoom invitation to the conference.

If you have received a summons to appear in court in-person but would like a virtual court appearance instead, you must submit a request for virtual appearance. If you do not schedule AND appear at a virtual hearing, you must appear in-person at your scheduled court date or a warrant for failure to appear will be issued. Virtual court appearances are only scheduled by request and are completely voluntary.

### **Virtual Court Appearance Eligibility Guidelines:**

To have a virtual appearance you must have a pending case in the Raymore Municipal Court and want to either:

- Enter a plea of guilty.
- Request time to pay or modification of payment plan.
- Request probation condition modifications (i.e. more time to complete a class, complete a class through a different agency).
- Request a continuance of a future court date.

### **To request a Virtual Court Appearance:**

- Email: [raymorecourt@raymore.com](mailto:raymorecourt@raymore.com)
- Virtual appearances are offered at 3:00 on Thursdays
- Include your name, date of birth, email address and a phone number.
- If available, include your driver's license number and ticket number(s).
- You will receive an email with your virtual court appearance date, time, and a ZOOM link to join the meeting.
- Once you join the meeting, you will be placed in a Zoom waiting room and you will be granted access by the judge when your case is called.

### **Tips:**

- When speaking, remember to look directly at the webcam, not at the screen.
- Position the camera at your eye level or slightly above eye level.
- Be mindful of what is behind you, choose a solid neutral wall if possible.
- Speak one at a time and pause prior to speaking in case there is any audio/video lag.
- Test your connection and Zoom setup with a test meeting.