# New Procedure for City of Tulsa Bond Docket

Virtual Municipal Court via Teams



# City of Tulsa Municipal Court Virtual Hearings - Instructions

GET IT ON Google play

Download on the App Store



*If you do not have Microsoft Teams already installed on your computer, you may download it for free from Google Play, the App Store, or Microsoft directly, links above*

To join the Municipal Court Hearings virtually, you will need to appear via Microsoft Teams. You do not have to purchase Microsoft Teams to participate – attendance in the video conferences is free of charge.

You do, however, need to have a smart phone or access to the internet via computer to appear virtually on the docket.

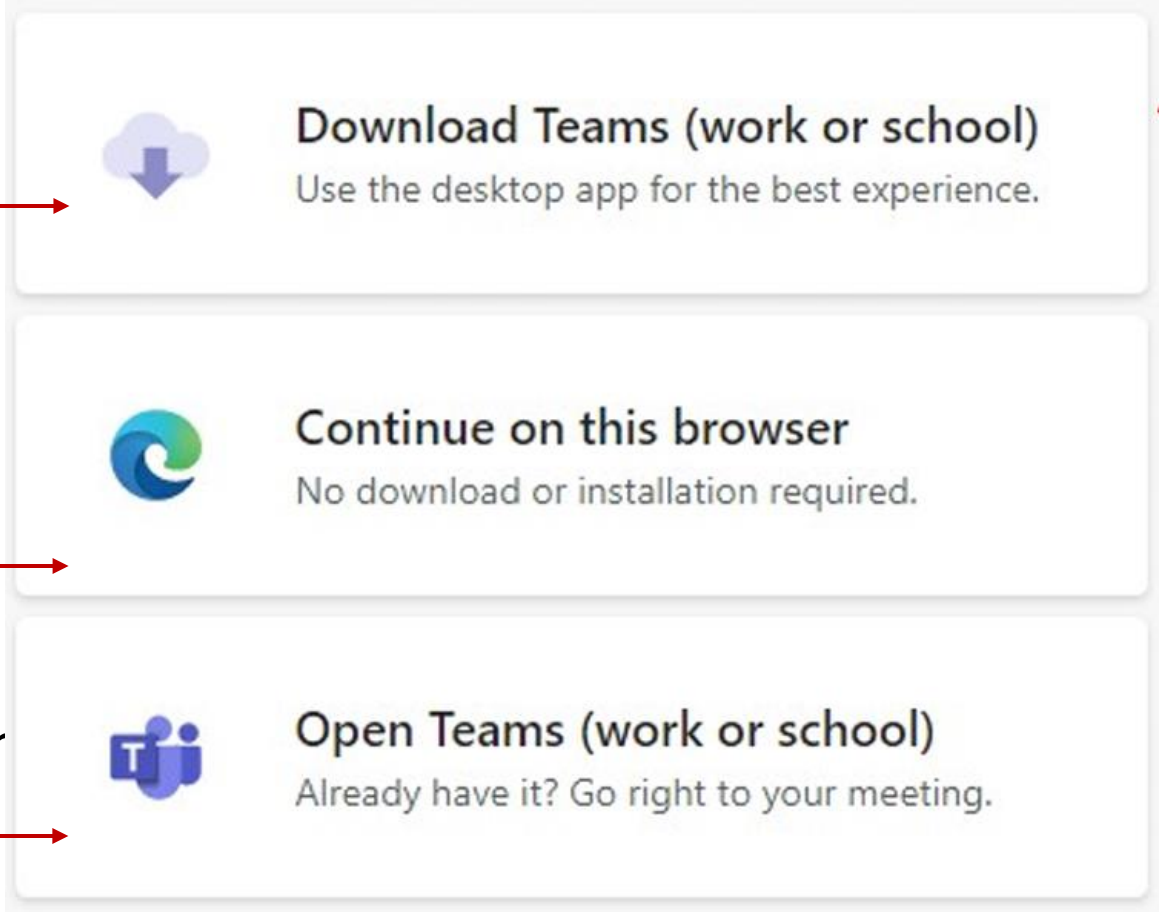
1) Once you have Microsoft Teams installed on your device, click the appropriate tab above for the docket in which you are to appear (Bond) and then click the appropriate docket time for which your hearing is set.

# (2) Choose how to join the TEAMS meeting.

If you want to download the desktop version from Microsoft directly (for free), click *here*

If you to continue to the docket through your browser and *not* through the MS Teams App, click *here*

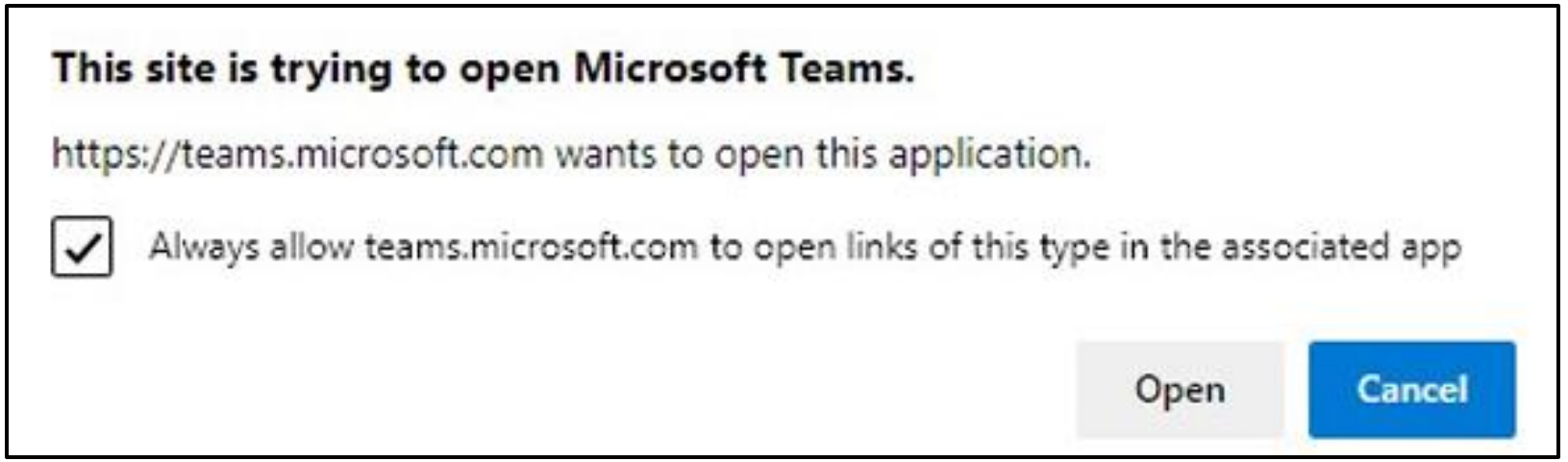
If you already have MS Teams and want to access the docket through the App, click *here*



# 2a) If you already have Teams installed -

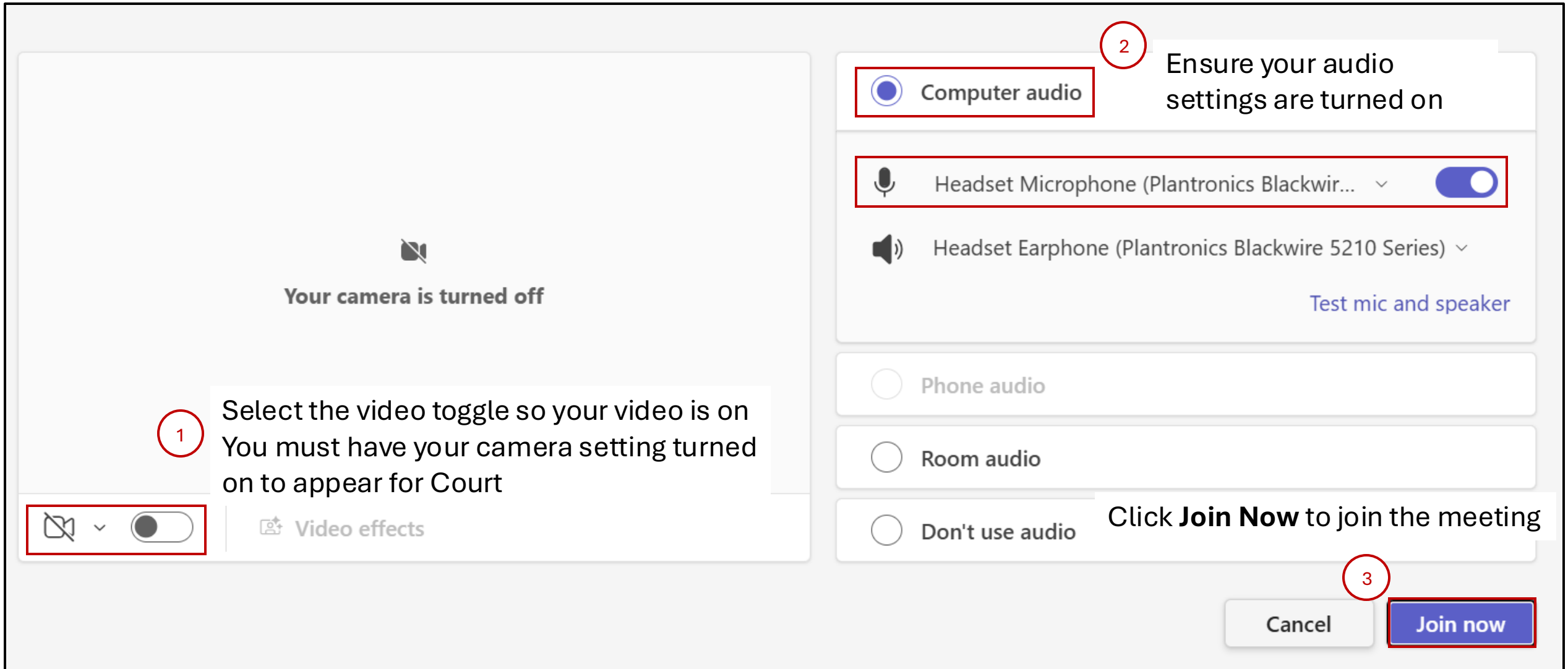
If you already have MS Teams on your **desktop** or **laptop** computer, then you may get this pop-up.

*If you want Teams to automatically open when you click on the Bond Docket link, check the box and Teams will open automatically from now on.*



# 3) Select your video and audio options

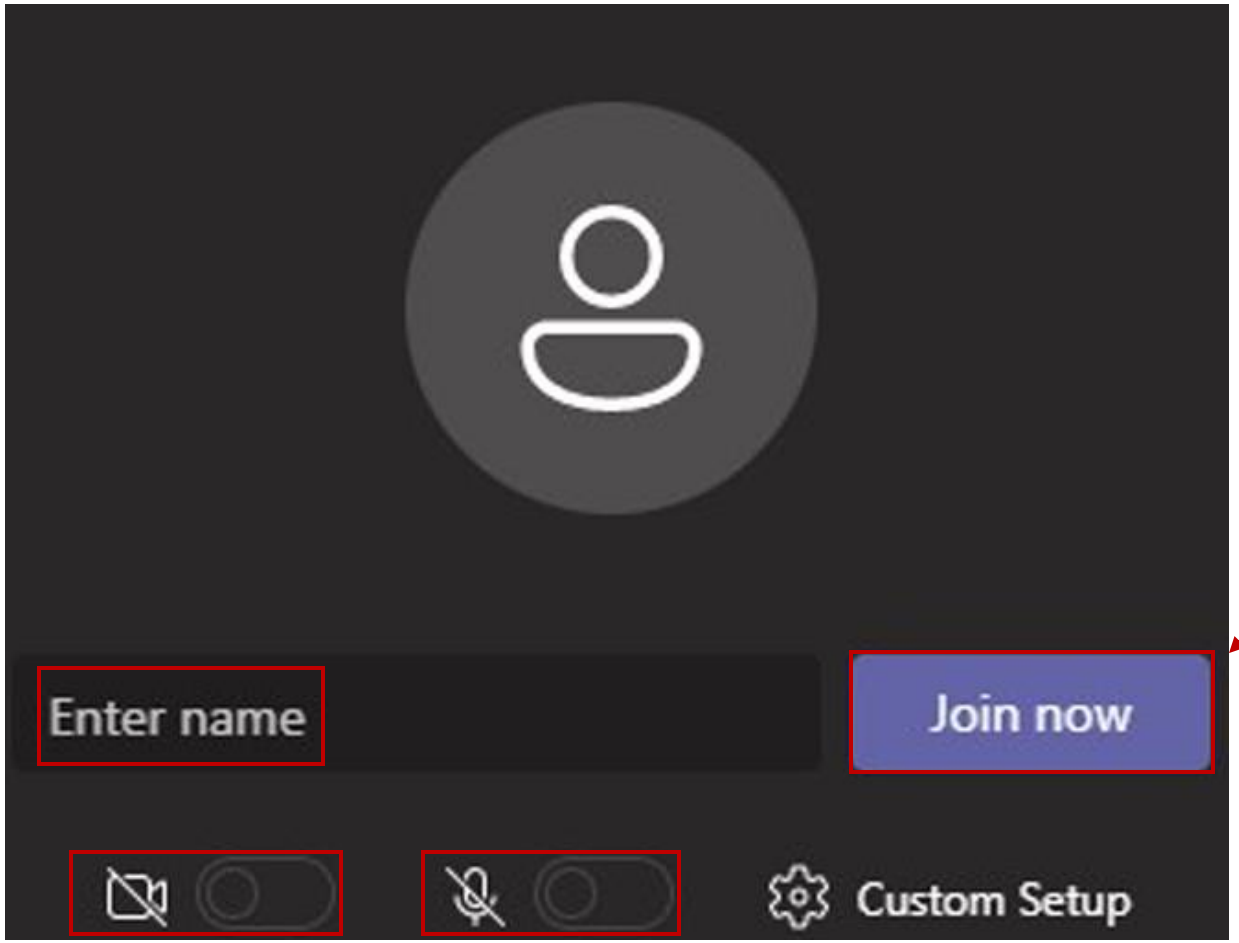
*If you already have a MS Teams account & click 'Open Teams', this window will automatically open*



# 3a) Join Court as a Guest/Not Signed In

*If you do not have a MS Teams account, Teams will direct you here.*

1) Enter your legal First and Last Name *and* any applicable title.
Ex. John Doe;
Jane Doe, Attorney;
Jane Smith, PD;
John Smith, ADA




2) Toggle on video and audio settings

3) Click **Join now**; make sure audio and video settings are on and your name is spelled correctly prior to joining.

**Mute yourself when you enter the courtroom; you will be asked to speak when called.**

# 4) Wait in the Lobby until you are admitted

Once you confirm your settings (turn on audio and camera; click join now) – <u>you will be placed in a virtual lobby</u>.

**<u>Wait</u>** until the meeting starts; the Court will now admit you to the room when it is time for the virtual docket to begin.

