

Virtual Court Appearances

You have been scheduled for a virtual court appearance. The New York State Unified Court system is using Microsoft Teams for these virtual appearances. You **do not** need to have a Teams account or to pay for this software to participate.

You **DO** need to have a computer/laptop with Internet access and a web camera and microphone OR a smartphone.

You can participate using your web browser or by downloading the free Microsoft Teams software. The web browser option works well with Edge and Chrome, but not with Internet Explorer or Safari. For Apple/Mac and iPhone users, downloading the Teams app is recommended.

To attend a Teams meeting, you can simply click on the link provided in the e-mail received from the Court and follow the prompts to join. Please make sure you are set up to participate in advance of your Court appearance.

Testing in advance of the appearance date is suggested to ensure you have the capability to participate in your virtual appearance. Click on this [TEST LINK](#) to join the test meeting and join now.

On the date of your appearance click on the link provided by the Court to join your virtual appearance/Join a Teams meeting.

If you join as a guest please enter your full name and role, ex Jane Smith, Petitioner.

You are advised to **mute your microphone** during the appearance until prompted to reply in order to eliminate background noise. Please be sure to attend from a quiet location.

If you are unable to attend using Teams, a dial-in phone number may be provided. Please contact the clerk of the court in advance to make phone accommodations to receive a number and a meeting PIN.

For more information to prepare for you Virtual Court appearance, please visit <https://nycourts.gov/appear>

Please note by court rule recording, streaming or broadcasting a court appearance is prohibited and violations may be prosecuted.