



How to Join a DWC Video Conference Meeting on a Computer

Days before your hearing, test your configuration [here](#) from the device you will use on the day of your hearing.

1. **This is the preferred and best method to join a session.** Join links may be found on your *Notice of Hearing* or on the DWC homepage. Find your Judge on the available spreadsheet on the DWC Website. And select the proper "Video Link" to join the virtual hearing room.
2. Enter Your Name in the "Enter Full Name" field

Please Enter Your Name
This is what other participants will see.

Please select your case(s) from the dropdown menu below, if you do not know your case name or number, please select "My case is not listed here."

Please select from the dropdown menu, your role in today's hearing

3. If desired, you may enter your email address into the optional field. Email addresses will not be displayed in the meeting room and will only be available to WCAB staff after the meeting room has been ended by the host.



CourtCall[®]

Please Enter Your Name

This is what other participants will see.

Enter Full Name

Enter Email Address (optional)

Please select your case(s) from the dropdown menu below, if you do not know your case name or number, please select "My case is not listed here."

Select Your Case(s)

Please select from the dropdown menu, your role in today's hearing

Select Your Role

SUBMIT EXIT

- Next, select the case(s) that you are appearing on for this Judge. Each Judge's calendar is automatically uploaded into the hearing room for each day. All available cases will be viewable from the dropdown menu. You may select as many cases as necessary. If you do not see your matter or do not know your case name or number, please select "My case is not listed here."

Please Enter Your Name

This is what other participants will see.

Enter Full Name

Enter Email Address (optional)

Please select your case(s) from the dropdown menu below, if you do not know your case name or number, please select "My case is not listed here."

Select Your Case(s)

Please select from the dropdown menu, your role in today's hearing

Select Your Role

SUBMIT EXIT



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Please Enter Your Name
This is what other participants will see.

Enter Full Name

Enter Email Address (optional)

Please select your case(s) from the dropdown menu below, if you do not know your case name or number, please select "My case is not listed here."

- My case is not listed here
- Getty, Nelson (ADJ2284716)
- Jordan, Stephen (ADJ33718181)
- Stock, Christian (ADJ3381291)

5. Lastly, select your role in the matter by choosing a role from the "Select Your Role" dropdown menu. The role that you select will appear in parenthesis after your name in the meeting room. Upon joining the room, Judges will be able to determine the case(s) that you appearing on as well as your role in the matter(s).

Please Enter Your Name
This is what other participants will see.

Enter Full Name

Enter Email Address (optional)

Please select your case(s) from the dropdown menu below, if you do not know your case name or number, please select "My case is not listed here."

Select Your Case(s) _____ ▾

Please select from the dropdown menu, your role in today's hearing

Select Your Role _____ ▾

SUBMIT EXIT



Please Enter Your Name
This is what other participants will see.

Enter Full Name _____

Enter Email Address (optional) _____

Please select your case(s) from the dropdown menu below, if you do not know your case name or number, please select "My case is not listed here."

Select Your Case(s) _____

Please select from the dropdown menu your role in today's hearing

- Applicant's Attorney/Representative
- Defendant
- Defense Attorney/Representative
- DWC Team Member
- Employer
- Injured Worker

- When all necessary information has been entered, please select "Submit" to select your audio/video preferences.
- Participants can join the audio portion of the meeting by using computer audio, dialing into the CourtCall meeting, or having the CourtCall system dial out to your direct phone number. If using computer audio, ensure the proper microphone and speaker output are selected from the menu below. To change your microphone or speakers, select the proper device from the dropdown menu.

Audio Setup

COMPUTER DIAL IN CALL ME

Microphone Test

Default - Microphone (Jabra SPEAK 410 USB) (0b0e:0412) ▼

Speakers Test

Default - Speakers (Jabra SPEAK 410 USB) (0b0e:0412) ▼



8. If you prefer to call into the conference by phone, select "Dial In" and dial the phone number, access code and PIN displayed on the screen. *Numbers displayed below are for demonstration purposes only, each individual Judge will have their own dial-in number and access code that are specifically associated with their room. Participants may be connected to the video room for video transmission and by phone for audio participation.

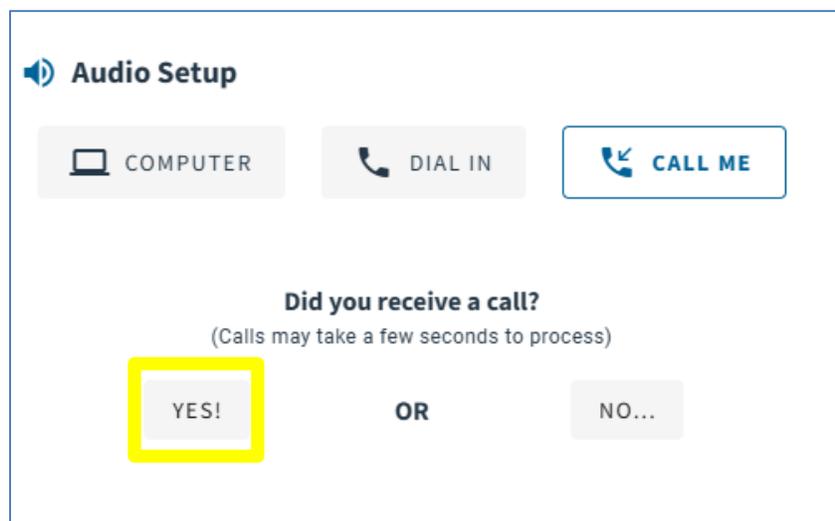
A screenshot of the "Audio Setup" interface. At the top, there is a speaker icon and the text "Audio Setup". Below this are three buttons: "COMPUTER" (with a laptop icon), "DIAL IN" (with a telephone handset icon), and "CALL ME" (with a telephone handset icon). The "DIAL IN" button is highlighted with a blue border. Below the buttons, there are three rows of text: "Phone Number" followed by "855-268-7844", "Access Code" followed by "13758151", and "PIN" followed by "39229030".

9. If you prefer for the CourtCall system to dial out to you directly, please select call me, and enter your phone number (and extension if necessary) into the appropriate fields. Once a valid number/extension has been entered into the appropriate fields, the "Call Me" button will appear. Participants will receive a call momentarily. Participants will be asked "to press 1" to accept the call from the CourtCall system.

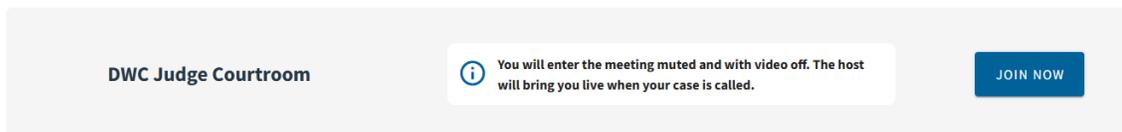
A screenshot of the "Audio Setup" interface. At the top, there is a speaker icon and the text "Audio Setup". Below this are three buttons: "COMPUTER" (with a laptop icon), "DIAL IN" (with a telephone handset icon), and "CALL ME" (with a telephone handset icon). The "CALL ME" button is highlighted with a yellow border. Below the buttons, there are two input fields: "Phone number" with the value "888-888-8888" and "Ext" with the value "#####". Below these fields, there is a blue button with the text "CALL ME", which is also highlighted with a yellow border.



10. Confirm that the you received the call from CourtCall, and have joined the meeting.



11. Once the system has established both an audio and video connection, you will be permitted to join the meeting by selecting the "Join Now" button.



12. All participants will enter into a waiting room specific to the hearing Judge. While in the waiting room, participants are unable to see or hear the Judge or any proceedings.



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DWC DIVISION OF WORKERS' COMPENSATION
CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS

Help ?

Welcome to DWC Judge Courtroom

Please wait here.
You will be admitted by the host soon.

You are **connected** to the platform.
A tone will alert you once you are admitted.

If you have a question or require assistance, please contact the host.

[CONTACT HOST](#) [EXIT](#)

Helpful Resources

Explore the listed resources while you wait.

Welcome to the virtual Hearing Room for the Judge Paige Levy. The Judge will be with you momentarily. Be advised that you will enter the hearing room with your camera off and microphone muted.

DWC Homepage
<https://www.dir.ca.gov/dwc/>

Link to list of Judges' Virtual Courtrooms
https://www.dir.ca.gov/dwc/DWC_address/DWC-judge-conference-lines.xlsx

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13. If you need assistance or would like to communicate with a meeting host prior to being admitted to the room, you can use the "Contact Host" button from the waiting room. **This chat functionality allows for one-way chat, participants will be unable to receive communication back from the Judge until they are in the main conference.**

Welcome to DWC Judge Courtroom

Please wait here.
You will be admitted by the host soon.

You are **connected** to the platform.
A tone will alert you once you are admitted.

If you have a question or require assistance, please contact the host.

[CONTACT HOST](#) [EXIT](#)



14. Enter your message and click "Submit" to send the message to the meeting host.

A screenshot of a web interface titled "Contact Host". The title is in bold. Below it is a subtitle: "Your message will immediately be sent to any active hosts in the meeting." There is a text input field containing the message: "If possible, I would like to request priority on ADJ1139292. Thank you!". Below the input field are two buttons: a blue "SUBMIT" button and a grey "CANCEL" button. The "SUBMIT" button is highlighted with a yellow rectangular border.

15. When the Judge is ready, participants will be moved from the waiting room into the virtual gallery. From the virtual gallery, participants will be able to see and hear the Judge and any participants that are on the live matter. **Participants will enter the room with their microphones and cameras disabled.** Participant will be unable to be seen or heard until the Judge has called their case, at which time all participants who selected that particular case will have their microphone and camera enabled.

Days before your hearing, test your configuration [here](#) from the device you will use on the day of your hearing.