

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF PUERTO RICO



NOTICE FROM THE CLERK
NO. 20-14

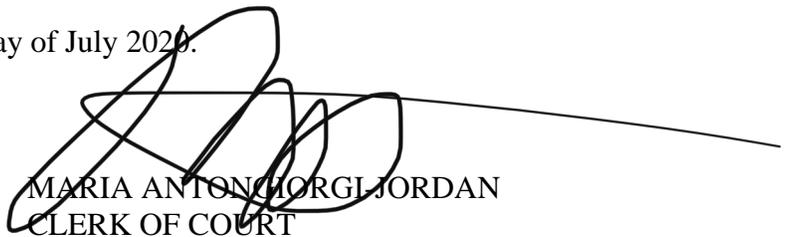
**IMPORTANT INFORMATION ON THE SERVER UPGRADE OF THE
VIDEO TELECONFERENCE APPLICATION CISCO JABBER GUEST**

Please be advised that the Administrative Office of the United States Courts will be upgrading the Cisco Jabber Guest server. The Cisco Jabber Guest is the application used to conduct video teleconference proceedings in the United States District Court of Puerto Rico. The application upgrade is expected to be completed by early morning on Saturday, July 4, 2020

The upgrade will require bar members using PC and laptop computers to connect to court proceedings via Cisco Jabber Guest to reinstall the application. These users will be prompted to complete the installation. **Apple iPad and iPhone users will not be affected by this server upgrade.** For your convenience, attached to this notice are the instructions to follow for proper installation.

It is recommended that counsel conduct a connection test during the weekend or no later than twenty minutes before their next scheduled court proceeding, to ensure proper installation of the Cisco Jabber Guest application.

In San Juan, Puerto Rico, this 3rd day of July 2020.


MARIA ANTONCIORGL JORDAN
CLERK OF COURT

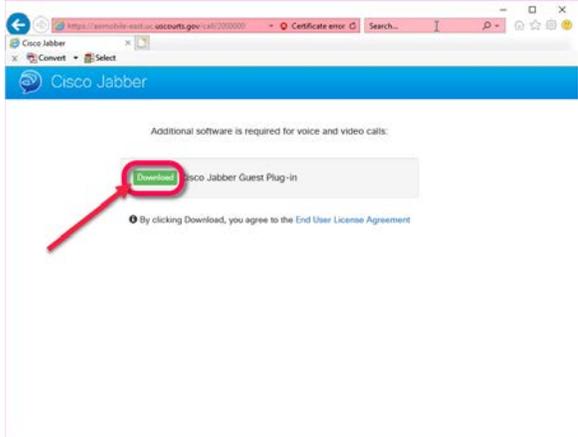
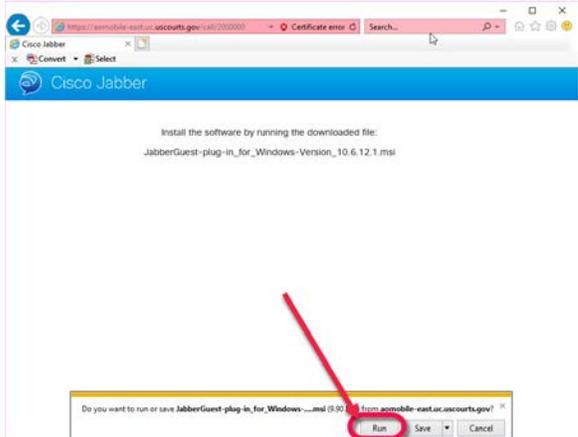
c: www.prd.uscourts.gov
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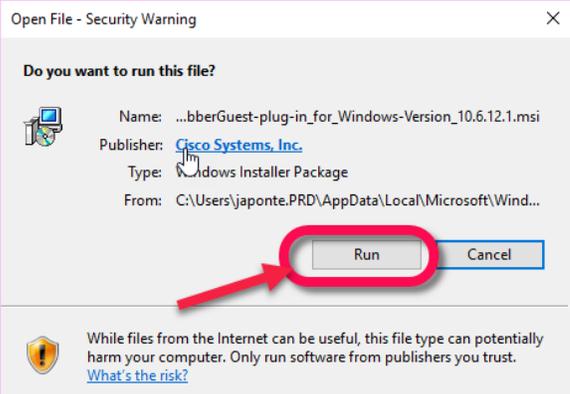
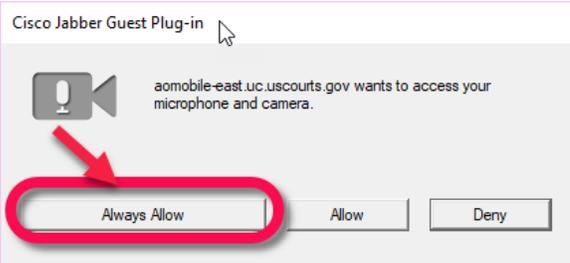
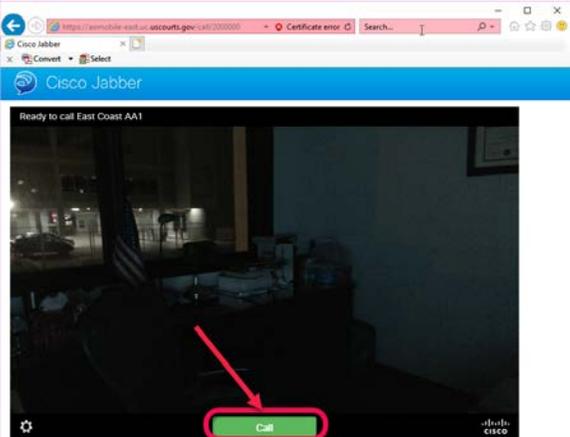
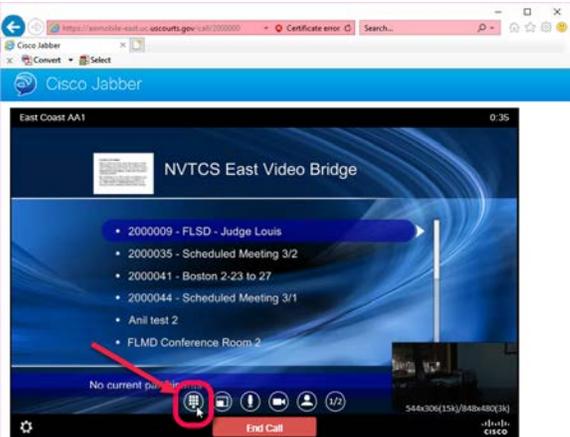
FOR ALL REMOTE VTC PARTICIPANTS

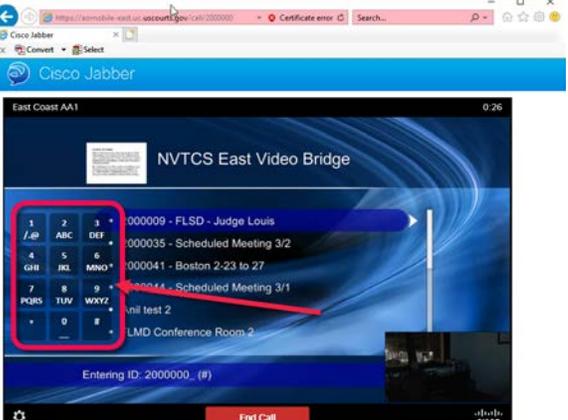
From an External Location using a Computer Internet Browser

Follow these steps to connect to a **Virtual Courtroom Proceeding** using a **VTC connection** from any external location using a computer **Internet browser**:

IMPORTANT NOTE: once connected to the VTC using Jabber Guest, **DO NOT** add/remove any USB device from your computer (e.g. webcam, headset, mic, etc.). **That will disrupt your connection and you will need to reconnect.**

Step	Screen
<p>1. In any Internet browser, copy/paste or open the URL link with the Conference Center Number, included in your calendar invitation: e.g.</p> <p>https://aomobile-east.uc.uscourts.gov/call/4000000</p> <p>2. Click Download to install the Cisco Jabber Guest Browser Plug-in.</p>	 <p>The screenshot shows a web browser window with the Cisco Jabber interface. The page title is 'Cisco Jabber'. Below the title, there is a message: 'Additional software is required for voice and video calls:'. Below this message, there is a 'Download' button for 'Cisco Jabber Guest Plug-in'. A red arrow points to the 'Download' button. Below the button, there is a small note: 'By clicking Download, you agree to the End User License Agreement'.</p>
<p>3. Click Run.</p>	 <p>The screenshot shows the same web browser window as the previous one. At the bottom of the window, a download dialog box is open. The dialog box contains the text: 'Do you want to run or save JabberGuest-plug-in_for_Windows...msi (3.00 MB) from aomobile-east.uc.uscourts.gov?'. Below the text, there are three buttons: 'Run', 'Save', and 'Cancel'. A red arrow points to the 'Run' button.</p>

Step	Screen
4. Click Run .	
5. Click Always Allow .	
6. Click Call .	
7. Click the dial keypad icon .	

Step	Screen
<p>8. In the dial keypad, type the Meeting/Conference ID included in your calendar invitation, followed by the pound sign (#).</p> <p>9. Type the Pin/Password included in your calendar invitation, followed by the pound sign (#).</p> <p>10. Wait for other parties to join.</p>	 <p>The screenshot shows the Cisco Jabber interface on a mobile device. At the top, there is a browser address bar with the URL 'https://mobile-east.uscourts.gov/call/2000000'. Below the browser is the Cisco Jabber header. The main screen displays 'East Coast AA1' and 'NVTCS East Video Bridge'. A dial keypad is visible on the left side, with a red box highlighting it. To the right of the keypad is a list of meeting options: '000009 - FLSD - Judge Louis', '000035 - Scheduled Meeting 3/2', '000041 - Boston 2-23 to 27', '000044 - Scheduled Meeting 3/1', 'nil test 2', and 'LMD Conference Room 2'. A red arrow points from the '000044 - Scheduled Meeting 3/1' option to the dial keypad. At the bottom, there is a red 'End Call' button and the text 'Entering ID: 2000000_ (#)'.</p>