Quick Reference Guide

Navigating the Hallway as an External User

Unicorn Digital Courtroom (UDC) provides a convenient option for appearing in court without having to visit a court location. This **Quick Reference Guide (QRG)** will outline how to navigate through the application's **Hallway (Home Page) as an External User**.
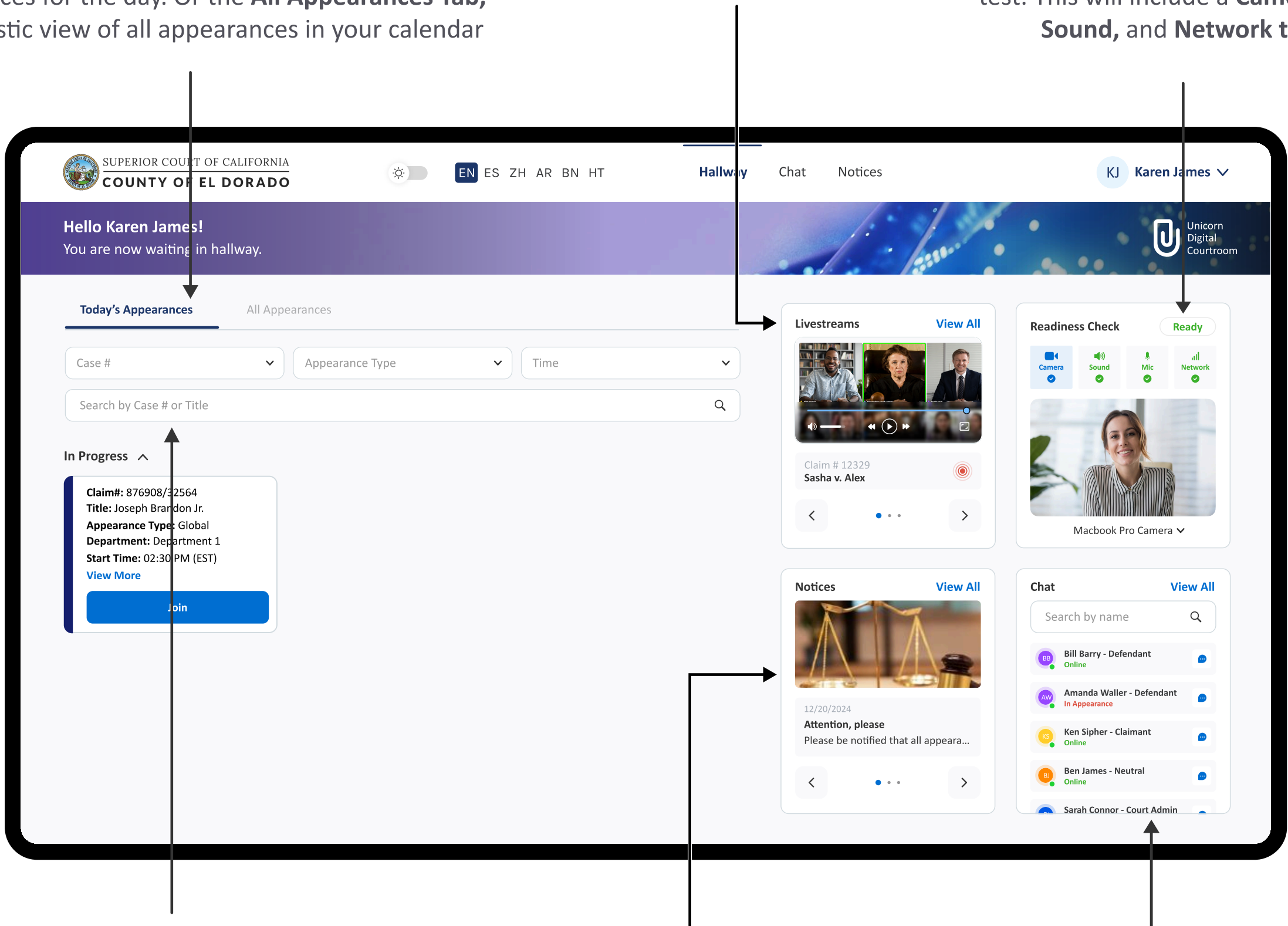
Appearance Navigation

You can view your appearances from either the **Today's Appearances Tab,** for a consolidated view of your appearances for the day. Or the **All Appearances Tab,** for a holistic view of all appearances in your calendar

Livestreams

Any ongoing livestream will be available to view from here.

Equipment Testing

Ensure that everything is working properly by conducting an equipment test. This will include a **Camera, Mic, Sound,** and **Network test**

Searching & Filtering

You will be able to search and filter through your appearances from the section shown above. This will include filters for **Case Number, Title, Appearance Type** and **Time.**

Notices

Any news and updates will be shown here.

Hallway Participants

You will also be able to view and chat with other participants currently active in the Hallway from this section

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Claim#: 876908/32564
Title: Joseph Brandon Jr.
Appearance Type: Global
Department: Department 1
Start Time: 02:30 PM (EST)
View More

Join

Joining an Appearance

Once your appearance starts, you should be automatically pulled into the Digital Courtroom. If you wish to join (or re-join) after the hearing has already started, click on the Join Button to enter the Digital Courtroom.

Support

If you have any questions about this document or general UDC services, please reach out to our support desk at **+1 (844) 225-3840** or **support@courtroom.tech**