

Instructions for Participating in the VT Judiciary's eCabinet Attorney Registration, Activation, and e-Filing Webinar

Thank You for your interest in the Judiciary training webinar on eCabinet Attorney Registration, Activation, and e-Filing. Here are the instructions for downloading the slides, and logging into the online webinar (where we will walk through the powerpoint slides), and conference call (webinar audio over the phone).

1 - Print the Slides:

Download the slides from the Electronic Services, eCabinet Electronic Filing page:
<http://www.vermontjudiciary.org/MasterPages/eservices-efiling.aspx>

2 - OPTIONAL: Prepare Your Computer (Do this well before the start of the webinar):

1. Click the public webinar site link:
https://vtcavj.ilinc.com/perl/ilinc/lms/event.pl?div_view=reg&event_user_id=
2. On the iLinc Public Sessions page, click System Test on the red menu bar.
You should see green OKs listed in Part I of the test.
3. Click the Start Part II button.
4. Click the Join Session button.
5. When prompted, click Run.
6. Click Run again.
7. If successful, the System Test screen appears and prompts you to pull down the File menu and click Exit.

If you have a problem, call iLinc Support at: 1-800-799-4510, Option 1: Problems Joining the Session.

3 - On the webinar date, Join this Webinar (you can log on up to 20 minutes before the webinar starts):

1. Click the public webinar site link below, which connects you to our provider "iLinc":
https://vtcavj.ilinc.com/perl/ilinc/lms/event.pl?div_view=reg&event_user_id=
2. On the iLinc Public Sessions page, click the Join tab (at the top of the box listing the webinars).
3. From the Join tab, click the Join button on the line listing your webinar.
4. On the Join Session screen, type your name and email address and click Submit.
5. Click the Join Session button.
6. Click Run.
7. Click Run.
8. Wait for the system to add you to the webinar. You'll see the small gray window with the phone number for calling into the conference.

9. Once you are logged on, and the presenter is logged on, you will see the first page of the webinar.

4 – On the webinar date, Call into the Conference (Audio Connection; you can dial in up to 10 minutes before the webinar):

The audio for the webinar is being broadcast by phone. To connect, follow these steps:

1. *(Optional)* Put your telephone on the speakerphone setting, if possible. *(See the note below about muting your phone during the teleconference.)*
2. Dial into the webinar by calling the Primary Dial-In number: 1-866-642-1665.
3. When prompted, key in the Passcode: 766515 and press the # key.
4. If the leader has placed the phone line on Hold, music will play until the Judiciary presenter/leader joins the call.

During the Webinar

1. PLEASE MUTE YOUR PHONE so that the conference call does not broadcast background conversations. Mute your end of the audio connection by pressing *6 on your phone. To turn off muting (e.g., to ask a question), press *6 again.
2. If the Internet or iLinc connections are interrupted, follow the directions given to you by the leader.
3. If you have a question for the presenter, please precede the question by identifying yourself and your affiliation, for example, “This is Jenny from the Vermont Judiciary.”

If you have any questions about this webinar program, or are willing to share your comments about the program, please contact the Judiciary Helpdesk at jud-helpdesk@state.vt.us

Thank you,

Vermont Judiciary