



OCJ COURT ONLINE CASELINES

HOW TO PRESENT A CASE USING VIRTUAL COURT?



Go to https://sajustice.caselines.com andlogin to your account



Click on "View Case List", search for your case and click on "Review Evidence"



Click on "Home" at the top of the webpage and click the "CaseHearings" button





The meeting participants (Litigants and Judge) shall usethe "Share" screen icon in Microsoft Teams to share the CaseLines Application



In the meeting room, the user may want to add other participants. Click the "Show Participants" icon. A screen shall appear on the right pane of Microsoft Teams. Add the email addresses of additional participants.



The Microsoft Teams Application opens and subject of the meeting (case name) is further confirmation that user is in the correct virtual meeting. The user clicks "Join" to enter the meeting room



You will be presented with a dialog box to launch the Microsoft Teams App or Join on the web. For a better experience, select the icrosoft Teams App



The above action presents the user with their desktop and all open applications. The user selects the relevant application (i.e. CaseLines which would have been opened in a browser)



If the network does not allow for sharing of screens, Counsel may drive evidence to the Judge through CaseLines by navigating to the relevant page on the "Review Evidence" screen, and clicking on "Direct Others to Page" (See Quick Reference Guide)



Should you wish to connect your laptop to a larger screen or Smart TV, type "wireless" on the Windows Search bar



Select "Connect to a wireless display" to pair your Laptop to your Smart TV – your laptop will display the name of your TV, select the TV and complete the instructions as displayed on your TV monitor

NOTE: For Court Online: CaseLines Support on URGENT COURT MATTERS, CONTACT: 067 862 9339 (Pretoria Matters); 067 208 7754 (Johannesburg Matters); CALL OPERATING HOURS Urgent Motion Court Support: Available 24 hours



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