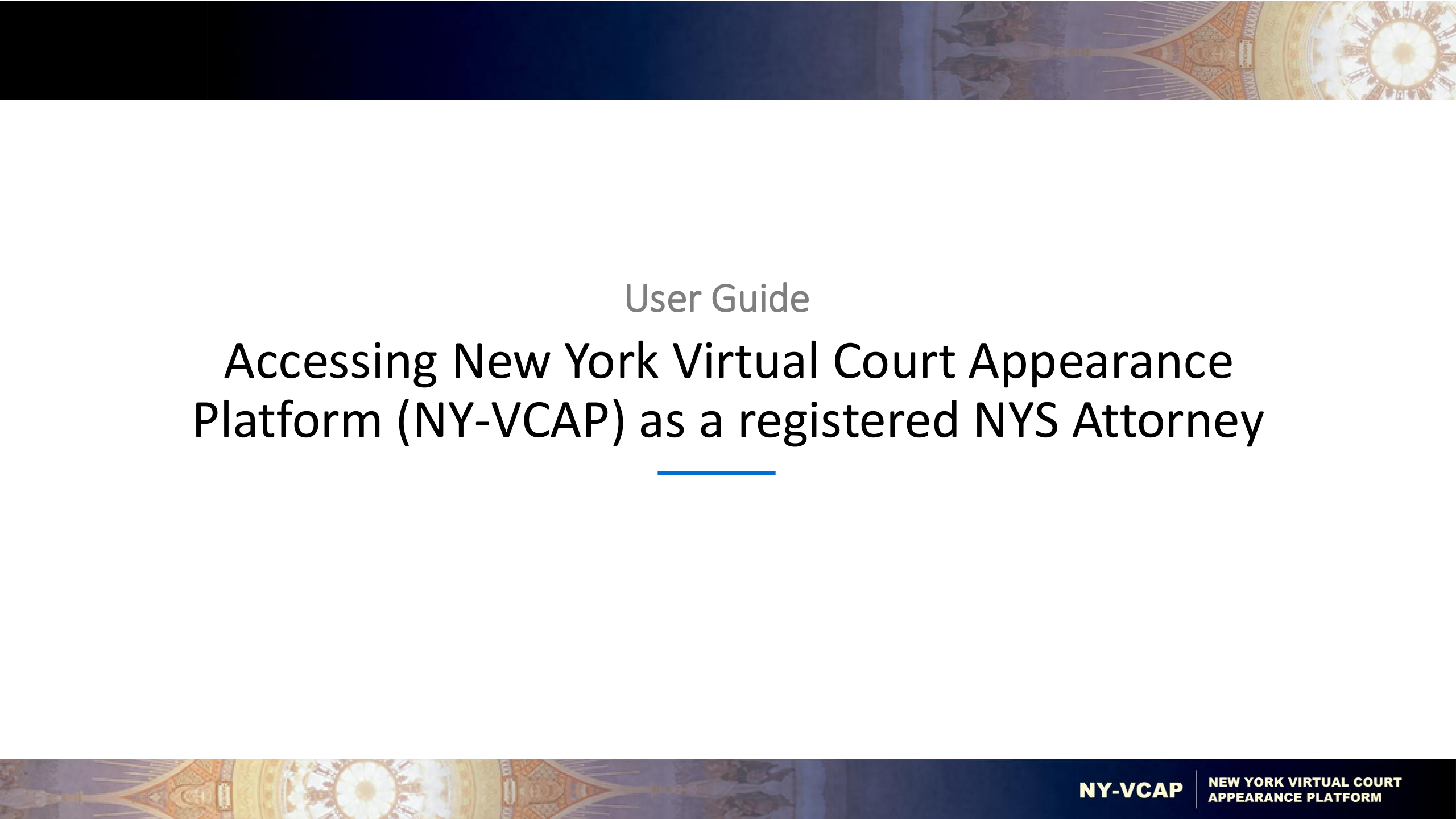




User Guide

Accessing New York Virtual Court Appearance Platform (NY-VCAP) as a registered NYS Attorney

Appearance Confirmation

When hybrid or virtual court appearances are scheduled, calendar appointments will be received from 'nyvcap@nycourts.gov'. The appointment will include the following details:

- NYS Attorney Registration Number and Password required message
- How to Lookup Attorney Registration Number and Reset Password
- Appearance Details
- Join by Phone Information
- Additional Information
 - Supported Browsers
 - 'How to Guide' to allow Microphone and Camera access to NY-VCAP
- Court Address
- Support Information

If a shared email address at your firm receives the calendar appointment, it should be forwarded to your direct email.

**NY-VCAP** NEW YORK VIRTUAL COURT
APPEARANCE PLATFORM

**Virtual Court Appearance Confirmation Notice for
nyvcap-test01 - Test Court**

This message is about your upcoming court appearance for Index # 06182025. Below you will find important information about how to attend the appearance and where to get help if you need it.

Virtual Court Appearance Information

 **A 7-digit NYS Attorney Registration ID Number (e.g., 1234567) and Password will be required.**

Forgot your NYS Attorney Registration ID?
[Visit Here](#)

Forgot your NYS Attorney Registration Password?
[Reset Password](#)

Index #	06182025
Title	Testing UAT 61825
Judge	nyvcap-test01
Appearance Type	Pre-Trial Conference
Date	06/18/2025
Time	08:15:00AM EDT
Status	Scheduled

Register & Access NY-VCAP

Attorney Registration ID Number and Password Required for Access

Join by Phone

Toll-Free Dial-in Number: [+1 \(917\) 781-4371](tel:+1(917)781-4371)
Access Code: 59970868

Additional Information

Supported Browsers:

 Microsoft Edge  Google Chrome  Safari

Need help granting Microphone and Camera access?
[Visit Here](#)

Not a NYS Attorney?
[Register Here](#)

Court Address

125 Jordan Road, Troy NY 12180

Technical Support

If you need technical assistance for this appearance, contact us at
[1-877-742-2135](tel:1-877-742-2135) | support@courtroom.tech

Court Support

Contact the court directly at
[\(518\) 432-3411](tel:518-432-3411)

Appearance Confirmation

- 1 "Register & Access NY-VCAP" button will take you to the attorney registration login page to register for your virtual appearances.

Attorney Registration ID Number and Password required for access.

1

**NY-VCAP** | NEW YORK VIRTUAL COURT
APPEARANCE PLATFORM

**Virtual Court Appearance Confirmation Notice for
nyvcap-test01 - Test Court**

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Virtual Court Appearance Information

 **A 7-digit NYS Attorney Registration ID Number (e.g., 1234567) and Password will be required.**

Forgot your NYS Attorney Registration ID?
[Visit Here](#)

Forgot your NYS Attorney Registration Password?
[Reset Password](#)

Index #	06182025
Title	Testing UAT 61825
Judge	nyvcap-test01
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Register & Access NY-VCAP

Attorney Registration ID Number and Password Required for Access

Join by Phone

Toll-Free Dial-in Number: [+1 \(917\) 781-4371](tel:+19177814371)
Access Code: 59970868

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Supported Browsers:

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Not a NYS Attorney?
[Register Here](#)

Court Address

125 Jordan Road, Troy NY 12180

Technical Support

If you need technical assistance for this appearance, contact us at
[1-877-742-2135](tel:18777422135) | support@courtroom.tech

Court Support

Contact the court directly at
[\(518\) 432-3411](tel:5184323411)

Login with Attorney Registration Credentials

Attorney Registration Login/Authentication

The "Register & Access NY-VCAP" link in the confirmation email will take attorneys to the NY-VCAP Login Page, where they must indicate whether they are a registered New York State attorney.

- Yes: Login with NYS Attorney ID Number and Password
- No: Self Check-in Portal (Non-Attorneys) - <https://registrations.nyvcap.nycourts.gov/login>

Welcome to NY-VCAP

Are you a registered New York State Attorney?



Yes

I am a registered New York State Attorney



No

I am not a registered New York State Attorney



Need help? Connect with NY-VCAP Support Desk.

+1 (877) 742-2135

support@courtroom.tech

Report an Issue

Powered By  TECH UNICORN



NY-VCAP | NEW YORK VIRTUAL COURT APPEARANCE PLATFORM

Login with Attorney Registration Credentials

Attorney Registration Login/Authentication

If yes is selected, login with their unique NYS Attorney Registration ID number and password.

Same password used for the Attorney Registration Online Services.

[Attorney Online Services](#)

Sign In or Create an Account

Registering for the First Time?

If you are registering in New York for the first time, please visit: [First Time Registration](#)

Do you have an Attorney Online Services Account?

Yes, I have an account
Registration Number

[Forgot your registration number?](#)
Password

[Forgot your password?](#)
☐ I accept the [terms of use](#)
Sign In

No, I have to create an account
Creating an account will allow you to access the following applications:

- [Adoption Affidavit Filing](#)
- [Bronx County Clerk's Office](#)
- [Court-PASS](#)
- [eTrack](#)
- [Fiduciary Online](#)
- [NYSCEF](#)
- [Retainer & Closing Statement Filing](#)
- [Secure Pass Online](#)

Create Account

Welcome to NY-VCAP

Are you a registered New York State Attorney?

Attorney Registration ID #

[Forgot your ID?](#)

Password

[Forgot your password?](#)

Login

Not a registered New York State attorney?

[Access Self-Check in](#)



Need help? Connect with NY-VCAP Support Desk.
[+1 \(877\) 742-2135](#)
[support@courtroom.tech](#)
Report an Issue



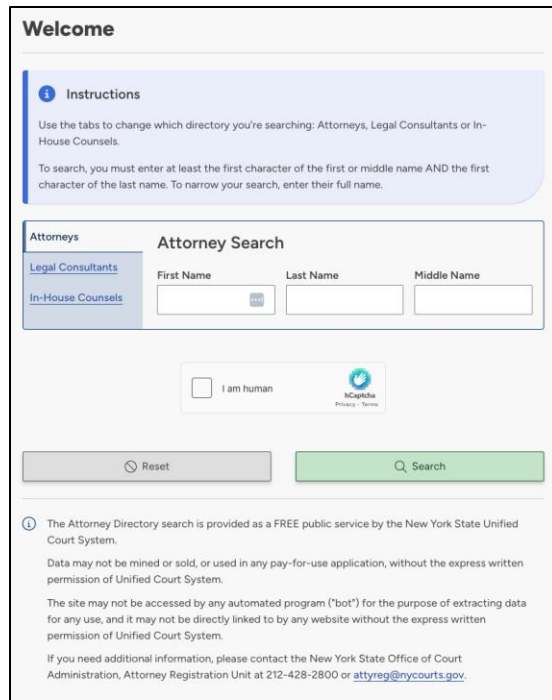
NY-VCAP | **NEW YORK VIRTUAL COURT APPEARANCE PLATFORM**

Powered By  **TECH UNICORN**

Find Your Attorney Registration Credentials

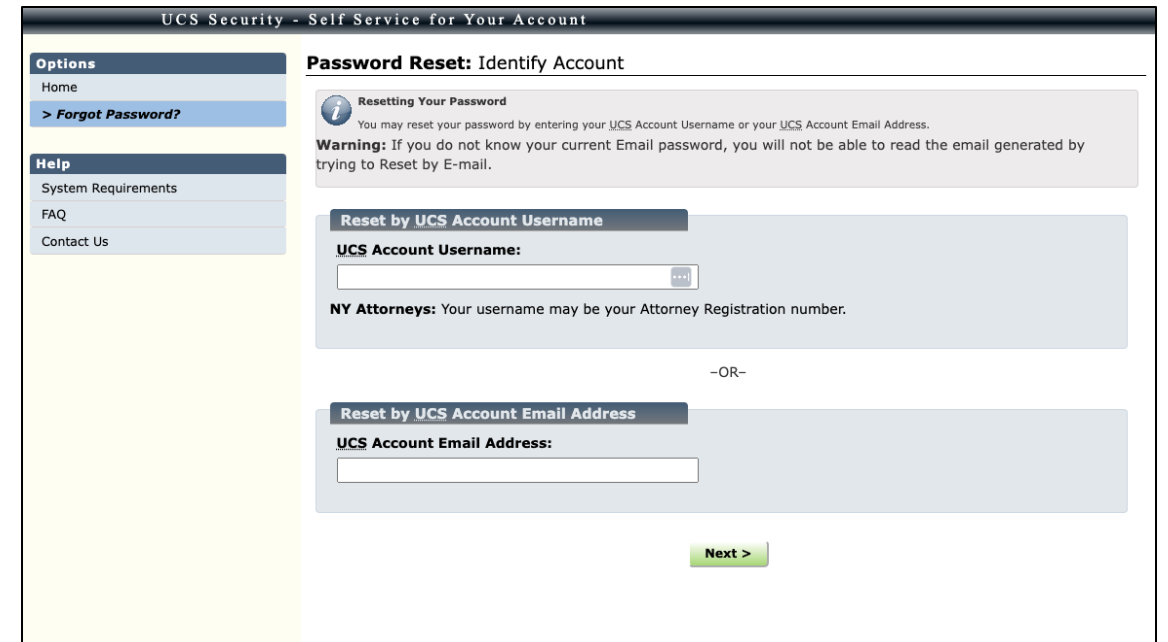
If you do not know your NYS Attorney Registration ID or password, please use links below to retrieve them.

Forgot your registration number
[Attorney Online Services - Search](#)



The screenshot shows the 'Welcome' page of the Attorney Search service. It includes an 'Instructions' section with search guidelines. Below this is the 'Attorney Search' section with tabs for 'Attorneys', 'Legal Consultants', and 'In-House Counsels'. The 'Attorneys' tab is active, showing input fields for 'First Name', 'Last Name', and 'Middle Name'. There is a 'Reset' button and a 'Search' button. At the bottom, there is a disclaimer about the service being a free public service and contact information for the Attorney Registration Unit.

Forgot your password
[Forgot Password – UCS Self-Service Password Reset](#)

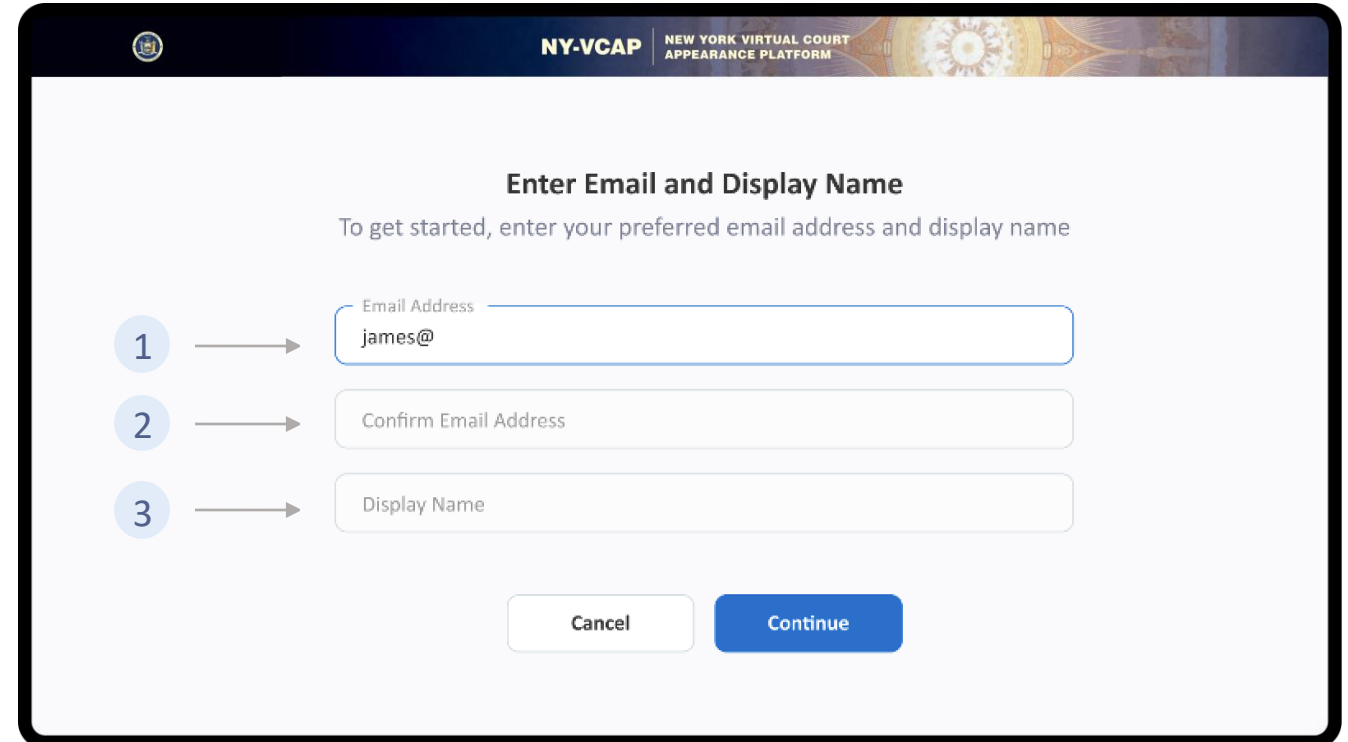


The screenshot shows the 'UCS Security - Self Service for Your Account' page. It has a sidebar with 'Options' (Home, Forgot Password?, System Requirements, FAQ, Contact Us) and 'Help' links. The main content area is titled 'Password Reset: Identify Account'. It includes a 'Resetting Your Password' section with a warning about email passwords. Below this are two sections: 'Reset by UCS Account Username' with a 'UCS Account Username' input field, and 'Reset by UCS Account Email Address' with a 'UCS Account Email Address' input field. A 'Next >' button is at the bottom right.

Enter Preferred Email and Display Name

The first time you, as an Attorney, accesses NY-VCAP you will:

- 1 Enter your **Preferred Email** address: This will be the email address used for all future appearances scheduled in NY-VCAP.
- 2 Confirm your **Preferred Email** address: email addresses must match exactly.
- 3 Enter **Display Name**: This is your display name in the NY-VCAP virtual appearance, seen by all other participants.



The screenshot shows the NY-VCAP registration interface. At the top, the header includes the NY-VCAP logo and the text 'NEW YORK VIRTUAL COURT APPEARANCE PLATFORM'. The main heading is 'Enter Email and Display Name', followed by the instruction 'To get started, enter your preferred email address and display name'. There are three input fields: 'Email Address' (containing 'james@'), 'Confirm Email Address', and 'Display Name'. To the left of these fields are numbered arrows (1, 2, 3) pointing to each respective field. At the bottom right are 'Cancel' and 'Continue' buttons.

NY-VCAP NEW YORK VIRTUAL COURT APPEARANCE PLATFORM

Enter Email and Display Name

To get started, enter your preferred email address and display name

- 1 → Email Address
- 2 → Confirm Email Address
- 3 → Display Name

Cancel Continue

Select and Register for your Cases/Apearances

All Appearances associated with the recipient of the calendar appointment will display:

- 1 Review appearances and select individual, or all, scheduled appearances.

Available Filters:

- Date range – Default is one month
- Case #
- Court
- Appearance Type
- Judge
- Time

- 2 Once appearance(s) are selected, click **Register and Proceed**.

- 3 Click **Access Self Check-in** to search and register for your appearance if not displayed.

NY-VCAP | NEW YORK VIRTUAL COURT APPEARANCE PLATFORM

Select and Confirm your Virtual Court Appearances

Date Range: 04/07/2025 - 05/08/2025

Search by Case #, File # or Claim #

Court: Select Type | Appearance Type: Select Type | Judge: Select Judge | Time: Select Time

[Don't see your Appearances?](#) [Access Self-Check in](#)

4 appearances found for Luke LaReau in All

[Select All](#)

Index #: 04-07-2025
Title: Luke v Jess Testing
Appearance Type: Conference
Judge: Clerk-NY-VCAP
Date: 04/10/2025
Start Time: 12:00 PM

File #: 32154/2025
Title: Evans vs Damien
Appearance Type: Motion
Judge: DevStaff
Date: 04/08/2025
Start Time: 04:30 PM

Registered Appearances

Claim #: 126-arTest
Title: Luke v Pav
Appearance Type: Hearing
Judge: NY Test 2
Date: 04/08/2025
Start Time: 09:00 AM

Register and Proceed >

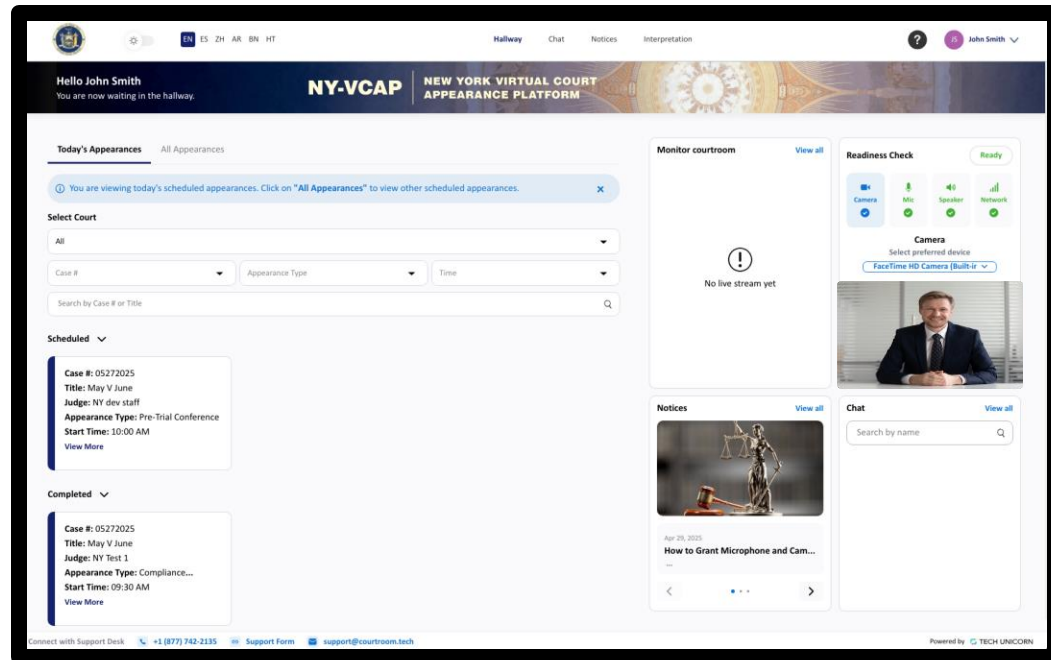
1

2 **Register and Proceed >**

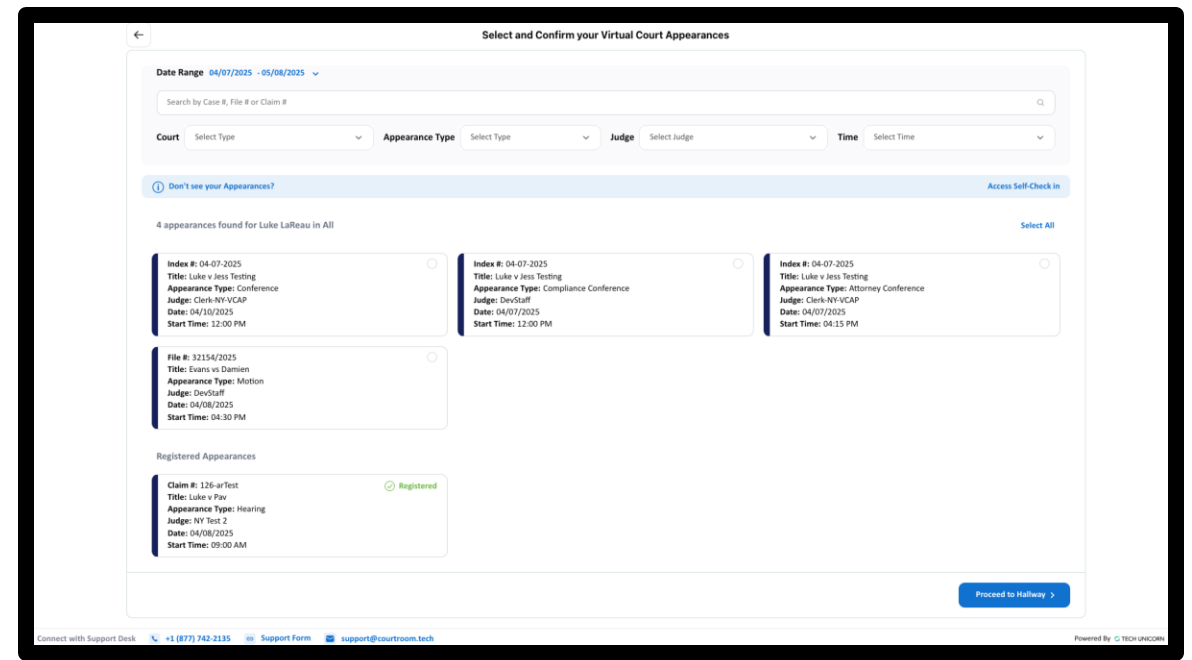
3

NY-VCAP Hallway

You should now be brought to the NY-VCAP Hallway.



If you are unable to access the NY-VCAP Hallway, please contact Support. Support contact details can be found at the bottom of the Registration Process pages and in your confirmation email.



Connect with Support Desk

+1 (877) 742-2135

Support Form

support@courtroom.tech

NY-VCAP

NEW YORK VIRTUAL COURT
APPEARANCE PLATFORM

Technical Support:

If you need technical assistance for your appearance, contact us at:

- +1 (877) 742-2135
- support@courtroom.tech

This information can be found in the bottom of your appearance confirmation email.

Court Support:

If you have questions related to your court appearance, contact the court directly from the phone number in the bottom of your appearance confirmation email.

Technical Support

If you need technical assistance for this appearance,
contact us at

+1 (877) 742-2135 | support@courtroom.tech

Court Support

Contact the court directly at

[See calendar appointment for court specific number](#)