



## User Guide

# Accessing New York Virtual Court Appearance Platform (NY-VCAP) Through Self Check-in

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The Self Check-In Portal is intended for virtual participants who are:

- Responding to paperwork mailed to you by the court, instructing you to attend a virtual appearance.
  - When you have not yet provided the court with your email address.
- If you have lost your calendar appointment previously emailed to you by the court.

Note for Attorneys: This portal is not intended for attorney use. However, if you are an attorney who has misplaced your confirmation email or are unable to register for your appearance, you may use the Self Check-In Portal to complete your registration.

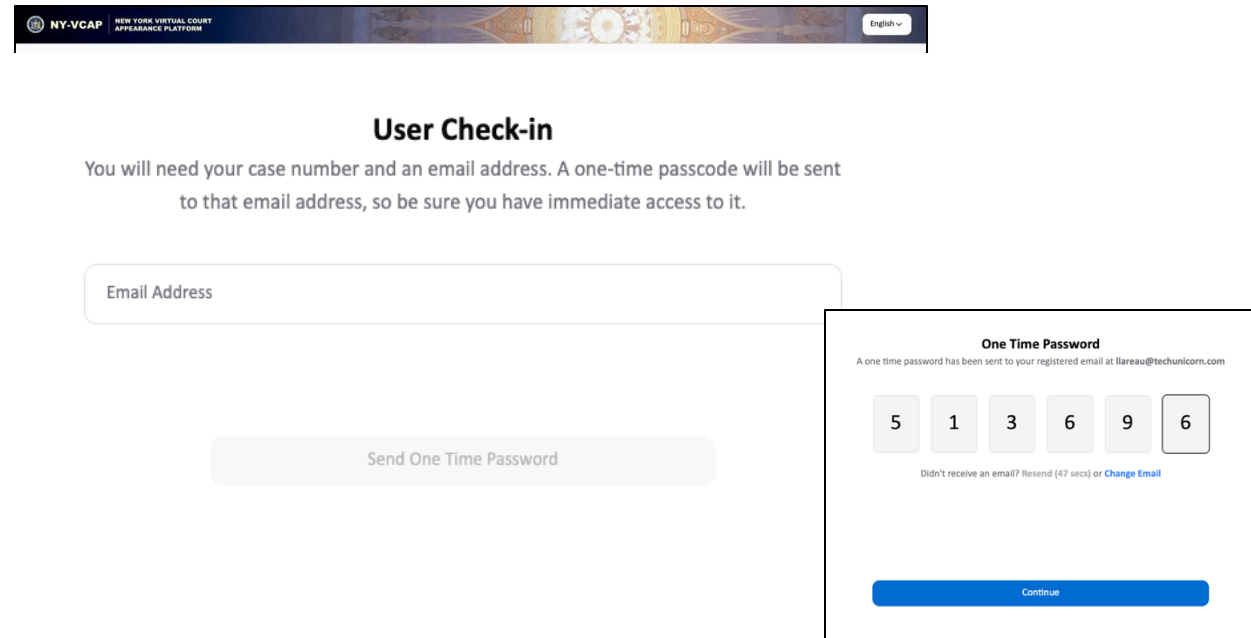
# Self Check-in: Registering for a Remote Appearance on NY-VCAP

To register to appear remotely for an appearance please follow the Self Check-in steps below:

- 1 Access the Self Check-in Portal: <https://registrations.nyvcap.nycourts.gov/>

The court may also provide the link to the site to you via email.

- 2 You will be prompted to enter your email address. This should be an Email Address you have access to immediately. A one-time passcode (OTP), that you must enter, will be sent to your Email Address.



The screenshot displays the 'User Check-in' interface of the NY-VCAP platform. At the top, a header bar includes the NY-VCAP logo, the text 'NEW YORK VIRTUAL COURT APPEARANCE PLATFORM', and a language dropdown set to 'English'. The main heading is 'User Check-in', followed by a message: 'You will need your case number and an email address. A one-time passcode will be sent to that email address, so be sure you have immediate access to it.' Below this is a text input field labeled 'Email Address'. A 'Send One Time Password' button is positioned below the input field. To the right, a separate box titled 'One Time Password' shows a message: 'A one time password has been sent to your registered email at llareau@technicorn.com'. It features a numeric keypad with the digits 5, 1, 3, 6, 9, and 6 entered. Below the keypad, it says 'Didn't receive an email? Resend (47 secs) or Change Email'. A blue 'Continue' button is at the bottom of this box.

# Self Check-in: Registering for a Remote Appearance on NY-VCAP

3 You will then be able to register for a new appearance by clicking New “Check-in”.

NY-VCAP NEW YORK VIRTUAL COURT APPEARANCE PLATFORM

Virtual Court Appearance Check-in  
Look for your virtual appearances and initiate your check-in process

My Virtual Appearances

Search Case Number  Date: Mar 17, 2025 - Mar 17, 2025

  
**No Checked-in Appearances**  
You have not checked in for any appearance yet.

New Check-in

4 After clicking New Check-in, search for your case number in the search bar, select the date range and the appearances you intend to register for, then click "Continue."

NY-VCAP NEW YORK VIRTUAL COURT APPEARANCE PLATFORM

Virtual Court Appearance Check-in  
Look for your virtual appearances and initiate your check-in process

1. Case Search 2. Party Association 3. Confirmation

03132025  Date: Mar 17, 2025 - Mar 18, 2025

Select which appearance(s) you are checking in for

1 Case | 1 Appearance(s) found

Case Number - 03132025 Case Title - Luke v Test

| <input checked="" type="checkbox"/> | Appearance Type        | Date           | Time     | Court Type |
|-------------------------------------|------------------------|----------------|----------|------------|
| <input checked="" type="checkbox"/> | Preliminary Conference | March 17, 2025 | 04:00 PM | Test Court |

Continue

# Self Check-in: Registering for a Remote Appearance on NY-VCAP

5 Once selected, you will need to register as either an existing (known) attendee or a new attendee, enter the relevant party details and click “submit”.

NY-VCAPNEW YORK VIRTUAL COURT APPEARANCE PLATFORMEnglish

Virtual Court Appearance Check-in  
Look for your virtual appearances and initiate your check-in process

1. Case Search2. Party Association3. Confirmation

|             |             |                        |                |          |            |
|-------------|-------------|------------------------|----------------|----------|------------|
| Case Number | Case Title  | Appearance Type        | Date           | Time     | Court Type |
| 03132025    | Luke v Test | Preliminary Conference | March 17, 2025 | 04:00 PM | Test Court |

Select your Name

+ Add your name

First Name \*  
Enter first name

Last Name \*  
Enter last name

Attendee Role \*  
Select your role

Cancel Check-inGo BackSubmit

Submit

6 Once completed, you will receive a confirmation message, and an email will be sent to the registered address confirming your upcoming appearance.

NY-VCAPNEW YORK VIRTUAL COURT APPEARANCE PLATFORMEnglish

Virtual Court Appearance Check-in  
Look for your virtual appearances and initiate your check-in process

1. Case Search2. Party Association3. Confirmation

Check-in Confirmation

You have successfully been checked in to your virtual appearance. A link to your appearance has been sent to your registered email at [benes@nycourts.gov](mailto:benes@nycourts.gov)

Need Help?

Contact Help Desk  
[support@nycourts.gov](mailto:support@nycourts.gov)

NY-VCAPNEW YORK VIRTUAL COURT APPEARANCE PLATFORM

Virtual Court Appearance Confirmation for  
NY VCAP Dev Staff

This message is about your upcoming court appearance for Index # 11111. Below you will find important information about how to attend the appearance, what courtroom guidelines to follow, and where to get help if you need it.

Virtual Court Appearance Information

|                 |                       |
|-----------------|-----------------------|
| Index #         | 11111                 |
| Title           | Test vs Test          |
| Judge           | NY VCAP Dev Staff     |
| Appearance Type | Compliance Conference |
| Date            | 03/17/2025            |
| Time            | 04:30:00PM EDT        |
| Status          | Scheduled             |

Click to Join Virtual Appearance

## Self Check-in: Registering for a Remote Appearance on NY-VCAP

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The court will send you a confirmation by email from 'nyvcap@nycourts.gov' upon registration. If you are using a shared email address at your firm, your firm must forward you the confirmation email.

Click to join Virtual Appearance button will take you to the NY-VCAP Hallway, where a Court Staff member will admit you to your appearance.

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

Virtual Court Appearance Confirmation for  
Honorable Judge Sarah Williams, Court of Claims - Albany District

This message is about your upcoming court appearance for Claim #235749/67994. Below you will find important information about how to attend the appearance, what courtroom guidelines to follow, and where to get help if you need it.

**Virtual Court Appearance Information**

|                 |                     |
|-----------------|---------------------|
| Claim #         | 235749/67994        |
| Case Title      | John Doe            |
| Judge           | Hon. Sarah Williams |
| Appearance Type | Conference          |
| Date            | 11/21/2024          |
| Time            | 09:00 AM EST        |
| Status          | Scheduled           |

[Click to Join Virtual Appearance](#)

**Join by Phone**

Toll-Free Dial-In Number: +1 (917) 781-4431  
Access Code: 78827755

**Additional Information**

**Supported Browsers:**

 Microsoft Edge  Google Chrome  Safari

**Need help granting Microphone and Camera access?**  
[Visit 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** | [support@courtroom.tech](mailto:support@courtroom.tech)

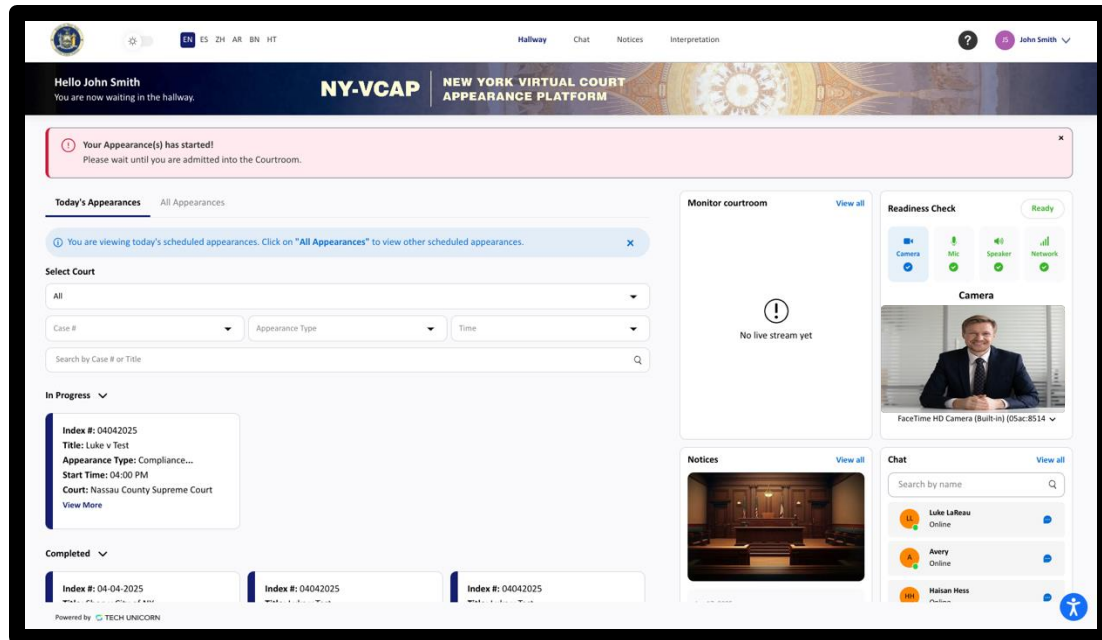
**Court Support**

Contact the court directly at  
**(518) 432-3411**

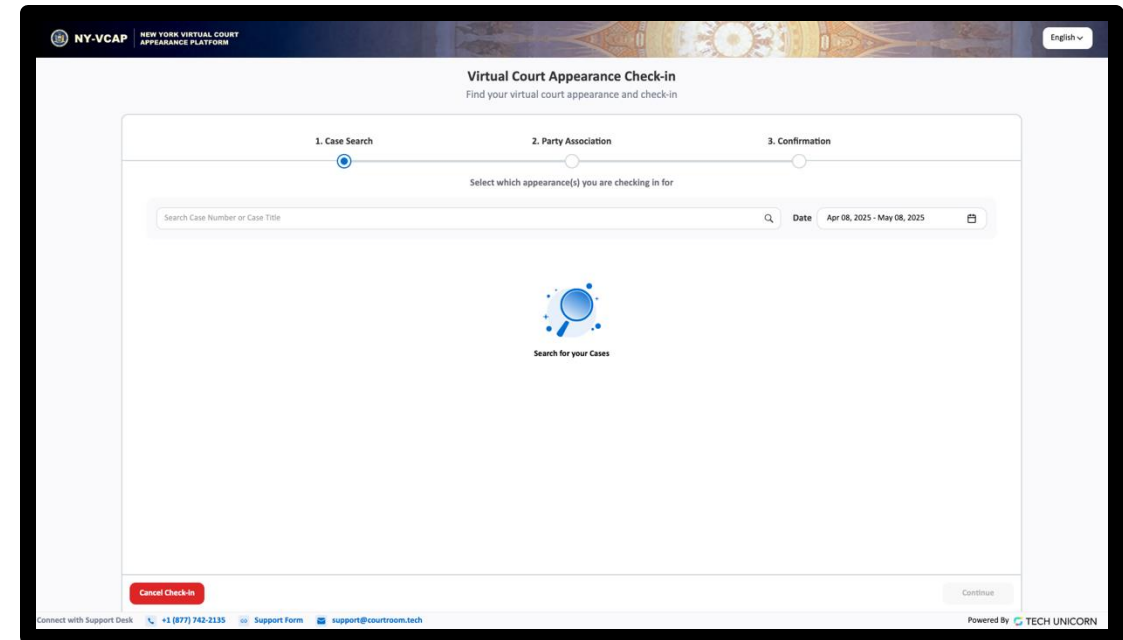


# NY-VCAP Hallway

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 Self Check-in 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](mailto: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](mailto:support@courtroom.tech)**

### Court Support

Contact the court directly at

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