

## **Remote Hearing Checklist Audio/Visual Checklist**

- REMEMBER THAT EVEN THOUGH YOU ARE NOT PHYSICALLY IN COURT YOU ARE STILL IN COURT! THE WAY YOU ADDRESS THE COURT, YOUR ATTIRE AND YOUR PROFESSIONAL DEMEANOR SHOULD BE THE SAME AS IF YOU WERE PHYSICALLY APPEARING IN COURT.**
- Once your case is assigned a remote hearing date you should immediately check the Departmental Rules issued by your Judicial officer. Typically, the notice of the remote hearing will include a copy of the Departmental rules. **READ THEM CAREFULLY.**
- PLATFORM:** Find out what Platform the hearing will be conducted on.
- Download the Cisco WebEx, Zoom or Microsoft teams program app in advance of your hearing. Become familiar with the platform. A sample link for any of the platforms utilized can be found on the internet.
- Cisco-Webex works best in Chrome or Firefox browsers. Some of the factors that can affect performance include: Your device, the strength of your internet connection and having other programs opened at the same time.
- EXHIBITS: FIND OUT WHEN YOUR EXHIBITS MUST BE RECEIVED BY THE COURT.**
- WITNESS LISTS:** If you plan on calling a witness other than the litigants be sure that you prepare a witness list.
- Check your device/computer to ensure you have working audio/video in advance of the conference. Don't wait until the day of the hearing. Make sure you can easily access the designated platform. Assist your client and any potential witnesses especially if they will be at another location during the hearing.
- INTERNET CONNECTION:** It is critical that you make sure you will have a good internet connection on the day of your hearing.
- The speed of your computer's Internet connection do impact Internet traffic Performance of your firewall and proxy servers. Although you may have a high-speed connection to the Internet, there may be congestion or packet loss on the Internet. You usually can't do much about it other than to inform your network administrator or Internet service provider. Congestion is often transient and resolves itself over time. You should, however, report serious or persistent problems.
- Prepare your audio and video setting in advance of the remote hearing.

- Ensure devices are fully charged before the hearing and have chargers nearby. Videoconferencing can drain the battery of devices.
- Use a headset, or headphones that have a microphone (such as most headphones that come with smartphones), to avoid echo and increase audio quality. Ensure you select the headphones in the settings for 'Devices' as the microphone and speaker. If you have the volume turned up and audio coming through the speakers of your device, it may be picked up by your microphone and create an echo. If other participants are complaining of an echo and you cannot hear any echo, it is likely that you are the cause.
- If appearing by telephone, do not place the Court on hold. Speak directly into the phone or headset. Do not place the phone on speakerphone, as it will decrease audio quality.
- Check background video view to ensure you have an appropriate setting for the remote hearing. (ie. clean, uncluttered, and judicially appropriate)
- Ensure privacy during the remote hearing.
- Ensure there are no interruptions during the remote hearing.
- Check/adjust your audio and eliminate all background noise. Find a quiet place room where you will not be interrupted. If necessary post a notice to others in the area requesting silence and privacy while you are engaged in the "Remote Court Appearance."
- Dress appropriately.
- Have your phone next to you just in case you need to call or text anyone. Turn your phone off during the hearing.
- Place your cell phone and any other electronic devices on mute so they do not ring during the conference.
- Head phones for audio are recommended.
- Lap tops seem to encounter fewer technological issues.
- Ten or fifteen minutes before the time the remote hearing is set to begin log in and make sure you have everything you need. Check to see if your microphone and video camera are in working order.
- Silence your microphone when you enter the conference and wait to be invited to speak by the Court. However, keep an eye on your microphone and be ready to immediately un-mute it when called on to speak.

- \*\* Keep in mind that everything is enhanced on these audio/video conferences. Big personalities will appear bigger and facial expressions will be seen close up by the Judge and attendees. Keep it civil and professional.
- \*\* Just like on Court Call, keep page flipping/shuffling to a minimum as the sound will be intensified.
- \*\* Make sure you are always looking into the camera.