



Updated 08/10/20

Tips on Participating in a Court Hearing by Video

Before the meeting

- Download the Cisco Webex or Zoom App and test the equipment you plan to use for the video conference at least one day in advance. Make sure your computer or mobile device is fully charged, and that you have good internet connection.
- Sit in front of a neutral background, such as a wall, in a well-lit area where you won't be disturbed.
- Dress as you would to appear in court.
- Place your camera at face-height.
- Close all other programs on your computer.
- Use earbuds or headphones, if you can. This improves sound quality.
- If you will be using exhibits it is recommended that you:
 - Clearly label all documents and send to the court and all parties at least two business days before the hearing.
 - Ask the court in advance for the best way to show the documents during the remote proceedings as court procedures may differ.

During the meeting

- Log into the meeting **at least 10 minutes before** the scheduled start time.
- Keep yourself on "mute" when not speaking.
- Keep your telephone near you during the meeting in case of technical difficulties, but make sure it is on silent.
- **Do not make any recording of the hearing.** If you do, the court may sanction you.