

Remote Hearings Quick Reference Guide



Because of COVID-19 many courtrooms are closed, and most court hearings are now *remote*. That means some or all of the people participate by video or by phone. Read below to know how to prepare for a remote hearing.

How do I know if I have a remote hearing?



The court will notify you if your hearing is remote. They may contact you by U.S. mail, email, or phone. They will also notify the other parties in your case.

What if I don't have Internet or a phone?

Contact the court as soon as possible. They may:

- Postpone the hearing until everyone can participate safely, or
- Help you find another way to participate.

What if I cannot join at the scheduled hearingtime?

You must tell the court *before* the hearing. Go to the court's website and review the court's [rules](#) regarding how to reschedule a hearing.

Will the court tell me how to join the remote hearing?

Yes. The court is likely to conduct the hearing using the videoconferencing technology called Webex and will send you the call-in information, web address, or both. You may attend all Webex hearings by phone or by internet. If you have questions, please call the [court](#).

What do I do if I get disconnected?

Remain calm, try to reload the weblink or, if necessary, call in using the dial-in number and meeting code. If you are still unable to join, call the court.

How to Get Ready for Your Webex Video Remote Hearing



Make sure you have a reliable Internet connection.



Download the Webex app. Practice with the app so you feel comfortable. You can test a meeting at <https://www.webex.com/test-meeting.html>.



Charge your computer or mobile device. If you are calling in by phone, make sure you have enough minutes.



Use earbuds or headphones, if you can. This frees up your hands and improves sound quality.



If you are not represented by an attorney, contact the court for steps on submitting exhibits. Exhibits may be eFiled or the court may allow you to file the exhibits another way.



Tell the court *before* trial if you have witnesses. The court will tell them how to join the hearing.



Get Your Space Ready!

- Find a quiet place where no one will interrupt you. If using a camera, try to find a solid color wall behind you.
- Have all your papers ready and available.
- If you have an attorney, ask them how you can communicate with each other privately during the hearing.
- Know what time your hearing starts and how to log on or what number to call.



Look Good!

- Set the camera at your eye level. If using your phone, prop it up so you can look at it without holding it.
- Look at the camera, not the screen, when you speak.
- Dress neatly. Wear solid colors if possible.
- Sit in a well-lit room, not too dark, not too bright. No bright lights behind you.



Sound Good!

- Mute yourself when not speaking to improve sound quality.
- Pause before speaking in case there is any audio/video lag.
- Say your name each time you speak.
- Talk slowly and do not interrupt.



What should I expect during the hearing?

- When you first join, you may have to wait a short time for the Judge to start the hearing.
- The judge or clerk will make sure you can hear and talk and go over all the rules.
- You will see a picture or name of each person in your hearing who has video on your screen in a grid.
- Your hearing may be live and will be recorded. Everyone in the hearing can hear what you say. It may even be open to the public.



Important! You may be connecting from home, but it is still a court hearing. Pay attention, listen to the judge, behave respectfully, and follow all rules.



Need help?

[Remote Hearings Litigant Guide](#)

[Live Stream Proceedings](#)

[OJD Self Help Center](#)