

# Remote Hearings and Etiquette

## What if I cannot join at the scheduled hearing time?

You must have a good reason why you cannot be present at the scheduled time. You must notify the court **before** the hearing. Go to the court's website. It will explain how to contact the court. <https://tahoejusticecourt.com/>

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

Yes. If you were approved for a virtual appearance, the court will send you instructions on how to join your remote hearing by video and or by phone.

## How to Get Ready for Your Remote Hearing



Make sure you have good Internet connection.



Download GoToMeeting app. **Practice** with the app so you feel comfortable.



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.



mail the court any evidence **5 days prior** to your court hearing, like documents or photos, usb drive or CD. Make sure you have also provided any evidence to the other party.



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



Arrive 10-15 minutes prior to your hearing to test your audio and visual connection

## Get Your Space Ready!



- Find a quiet place where no one will interrupt you.
- Make sure you have a good connection
- Make sure your device is fully charged
- Sit in a well-lit room, *no bright lights behind you*
- Have all your papers ready, including a list of what you want to say to the judge.
- Know what time your hearing starts and how to log on or what number to call.
- Turn off/avoid any background noise (ceiling fan, radio, television, traffic, children, etc.)



## 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. It is still a court hearing
- Wear soft solid colors.
- No hats; no baseball caps; no chewing gum
- Sit in a well-lit room, not too dark, not too bright. **No bright lights behind you.**



## Sound Good!

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

## What should I expect during the hearing?

- 1 When you first join, the judge will do roll call of everyone on the Court's calendar for that day and time. Only the people in your case will be addressed when your case is called.
- 2 The judge will make sure you can hear, see and talk, and go over all the rules.
- 3 You will see audio and video name blocks of each person in Court for that day.
- 4 Your hearing is live and will be recorded. Everyone there can hear what you say. It may even be open to the public.
- 5 The judge decides most cases at the end of the hearing.
- 6 Please be courteous and wait to speak when it is your turn. Do not interrupt.



**Important!** You may be connecting from home, but it is still a court hearing. Pay attention, and follow all rules.