



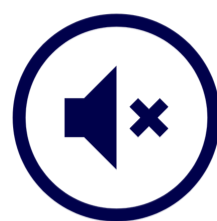
# VIRTUAL COURT HEARINGS

## BEST PRACTICES FOR SELF-REPRESENTED LITIGANTS



### WEAR APPROPRIATE CLOTHING.

Wear what you normally would to court (business casual) - from head to toe.



### FIND A QUIET SPACE.

Make sure you're alone with no distractions or loud noises that might interfere with the hearing.



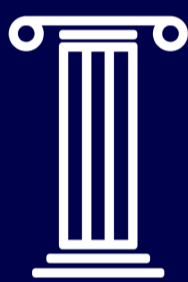
### CHECK YOUR INTERNET SPEED.

Do a test run and make sure your internet can support video conferencing. If not, let the court know as soon as possible.



### HAVE GOOD LIGHTING.

Make sure your computer or smartphone setup is not "back lit." Try *facing* a window or lamp for the best results.



## DURING YOUR APPEARANCE



### EVIDENCE

If you have any documents for evidence, ask the court how they would like to get them.

You may need to file them in the record **well in advance**. Do this as soon as you possible - at least several days before the hearing.

### WITNESSES

You must tell the court in advance if you intend to bring witnesses. The court may also subpoena witnesses to testify.

Witnesses should not have anyone else physically present with them during the hearing - including you. Nor should they have notes or paperwork in their possession while testifying - just like in court.

### INTERPRETERS + ACCOMMODATIONS

- If you need an interpreter or other accommodation for your hearing, you must let the court know in advance so arrangements can be made.
- During the hearing, if you are having trouble hearing or using the software, let the court know as soon as possible.

### OTHER TIPS + TRICKS

- If you've never used the video conferencing software the court is using before, contact the court and ask to do a test run.
- Log in **early!**
- Avoid "virtual backgrounds" and filters.
- Mute your microphone when you're not talking.

### IMPORTANT:

Make sure the court has your current email address. Check it frequently for log-in information and other instructions.