





# Remote Hearing Best Practices


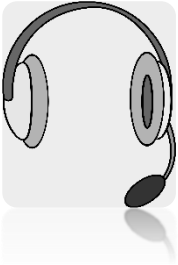

## For Self-Represented Litigants



### Create an Environment free from Distraction

Limit Distractions	Presentation	Stay Safe	Environment
 <p>Turn off any TVs, phone notifications, and, if there are others around you, try moving to a room where you can close the door.</p>	<p>Be mindful of what is behind you. If possible, choose a blurred background.</p> 	<p>Be sure not to drive during the hearing.</p> 	<p>Be sure you have a well-lit environment, but make sure there is no bright light behind you.</p> 

### Make Sure Your Device Works Properly

Video	Audio	Power
<p>Be sure that your device camera is uncovered. It is best to place it eye level.</p> 	 <p>If possible, use headphones with an attached microphone. They provide the best quality and pick up the fewest background noise.</p>	<p>Try to have your device plugged in, rather than relying on your battery, alone.</p> 

### Before and During the Hearing

Identification	Microphone	Speaking
<p>Enter your first and last name when you join.</p> 	<p>When not speaking, please make sure to mute your microphone.</p> 	<p>Speak one at a time and be sure to pause, to allow for audio or video lag.</p> 