





Remote Hearing Best Practices


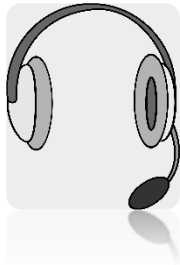

For Self-Represented Litigants



Create an Environment free from Distraction

<p>Limit Distractions</p>  <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>Presentation</p> <p>Be mindful of what is behind you. If possible, choose a blurred background.</p> 	<p>Stay Safe</p> <p>Be sure not to drive during the hearing.</p> 	<p>Environment</p> <p>Be sure you have a well-lit environment, but make sure there is no bright light behind you.</p> 
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Make Sure Your Device Works Properly

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

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