

- Speak slowly and clearly so the court reporter can capture an accurate court record.
- Say your name before each time you speak.
- Virtually raise your hand if you need to get the judge’s attention, but avoid using other reactions.

Tips for the Hearing

- Sit in a well-lit area with no bright lights behind you.
- Join the hearing a few minutes early and have all your documents for the hearing in front of you.
- If possible, make sure your device is plugged in and not running only on battery power.
- Find a private and quiet space. If possible, be alone in a room during the hearing. Try to limit distractions as much as possible. If others are in the room with you, ask if they can be quiet during the hearing.
- Stay in one place during the hearing.
- Use a headset or headphones, if you can. This will free up your hands and sound better.
- Mute your microphone when you are not talking. Mute all sounds on your phone or computer.
- If you are using a phone without video, do not use “speaker”, as it may impact the call quality.
- Say your name before you speak so the record is clear. Be prepared to identify your role in the hearing (e.g., observer, plaintiff, defendant, witness, etc.).
- Speak slowly and clearly so everyone hears what you are saying.
- Pause before speaking in case there is a lag.
- Try not to talk over anyone else. Only one person can speak at a time. If you talk while someone else is talking, the judge will not be able to hear you.
- Have a pen and paper to take notes.

When your hearing starts log on or call using the information found on your hearing notice



What should I do if I have trouble logging on or calling in?

- *Contact your District Court office. You may search for your office by clicking [HERE](#).*



How do I ask for an interpreter?

- Ask for an interpreter as soon as you can. Do not wait until the hearing!
- *Contact your District Court office. You may search for your office by clicking [HERE](#).*



How do I ask for a disability accommodation?

- Ask for an accommodation as soon as you can. Do not wait until the hearing!
- *Contact your District Court office. You may search for your office by clicking [HERE](#).*

Zoom Tips

- [Joining a meeting.](#)
- [Waiting rooms.](#)
- [Testing audio before the hearing.](#)