



Remote Hearing Checklist for Witnesses

Plan. Well in advance of your hearing:

Check Your Equipment.

- ☐ Make sure your internet is fast enough to support video.
- ☐ Make sure you have a working camera and microphone.
- ☐ Find a quiet space. Use headphones if you have them.

Download Software and Practice Using It.

- ☐ Either download the software or try it in your web browser
- ☐ Watch a short video on how to use the software at support.zoom.us

Request an Interpreter or an Accommodation.

- ☐ Let the court or the party who has asked you to testify know right away if you will need an interpreter or accommodation. Provide the court as much notice as you can before the hearing. Use the [Request for Spoken Language Interpreter](#) or the [Request for Accommodation for Person with a Disability](#).

Prepare. Just before your hearing:

Look Nice.

- ☐ Dress in clothes that you would wear if you were attending an in-person hearing.
- ☐ Turn on the lights. Be sure that there are no bright lights behind you.
- ☐ Avoid virtual backgrounds.
- ☐ Set up your device in a room where you are alone with closed doors.
- ☐ Make sure the room is quiet and there are no noises or distractions.

Double Check Your Equipment.

- ☐ Make sure your device is fully charged or plugged in.
- ☐ Re-test your video and sound. If you are having trouble, tell the court right away.

Log in Early.

- ☐ Have the meeting ID or link and passcode ready.



It's time! During your hearing:

- ☐ Pay attention. Follow directions given by the judge or other court staff.
- ☐ Let the court know if you cannot hear or see or if you have trouble with software.
- ☐ Mute yourself when you are not speaking. To do this, click the microphone found on the bottom left-hand corner of your Zoom navigation menu.
- ☐ Use a headset with a noise canceling microphone if available.
- ☐ Do not turn off your camera unless you are directed to do so by the judge.
- ☐ Do not look at any notes or paperwork while testifying unless the judge gives you permission.

