

Remote Hearing Best Practices

For Self-Represented Litigants

Create a distraction-free environment



Find a quiet, well-lit place for clear and distraction-free audio and video.

Dress in solid colors, and be mindful of what is behind you.



Turn off TVs, radios, and phone notifications.



If there are others around you, try moving to a room with a door you can close.

Set up your device



If joining by video, find your device's video camera and **make sure it is uncovered. Position the camera at eye level** so others can see you clearly.

Use headphones, if possible, for the best sound quality and the fewest background noises.



If possible, **make sure your device is plugged into a power source** and not running only off battery power.



Attend the hearing



Enter your first and last name when you join. If you are an attorney, identify which party you represent. For example, Joan Lawyer, Attorney for the Petitioner.

Mute yourself when not speaking.



Speak one at a time and pause before speaking in case there is audio or video lag.

