** Remote Hearing Instructions**

**Before your hearing, get prepared**

* Make sure you have a good Internet connection
* Download Zoom (or other app your court uses). Practice with the app so you feel comfortable.
* Make sure your screen name is your first and last name. Also make sure your profile photo is appropriate for a court appearance.
* Remember that you are still appearing in court and should act appropriately.
* Charge your computer or mobile device. If you are calling in by phone, make sure you have enough minutes.
* Use earbuds or headphones, if you can. This frees up your hands, and improves sound quality.
* Find a quiet place where no one will interrupt you.
* Have all your papers ready, including a list of what you want to say to the judge

**When your hearing starts, log on or call here:***(Insert local links and numbers below)*

* Zoom (or other app) link:
* Call-in number:

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

* *(Insert local contact info and instructions here)*

 **How do I ask for an interpreter?**

* Ask for an interpreter as soon as you can. Do not wait until the hearing!
* *(Insert local contact info and instructions here)*

 **How do I ask for a disability accommodation?**

* Ask for an accommodation as soon as you can. Do not wait until the hearing!
* *(Insert local contact info and instructions here)*