Checklist – Preparing Your System for a Remote Hearing

No.	Item	Check
	As soon as the remote hearing is scheduled	
	Confirm everyone involved has the hardware and software required, including clients if they are participating.	
	Confirm file formats for documents and ensure everyone has the software needed to access documents (e.g., Word, PDF).	
	If applicable, determine who will present the documents on-screen and what software will be used.	
	A few days before the remote hearing	
	Receive technology access details, ideally at least two days before the hearing.	
	Schedule a test run 1-2 days in advance of the hearing with all parties and, if they wish to participate, the judge and/or the registrar/judicial assistant, to go through the checklist.	
	For the test run, prepare computer, screens, microphone, headset, camera, phone, battery chargers, power adapters, and confirm they are functioning properly.	
	Install and test relevant software to make sure there are no restrictions preventing its use.	
	From the space where you will be working during the hearing, test camera to ensure a clear line of sight and test microphone settings to ensure clear audio.	
	Prepare a secondary device such as a phone or tablet by installing and testing relevant software as a back-up in the event the primary device fails.	
	Understand the software functions, such as adjusting video and audio on and off as well as how to leave the meeting room.	
	Discuss and try out software functions such as break-out rooms and document display.	
	Close programs not needed during the hearing and mute messaging and phone notifications.	
	Test internet speed: https://www.speedtest.net/ **TIP:** use hard-wired internet connection if possible. **TIP**: sit as close as possible to the internet modem / router if using Wi-Fi. **TIP**: request sole access of internet bandwidth or limit use of bandwidth by others. **TIP**: use your phone for the audio portion of the hearing and computer for video streaming if the internet connection is slow. **TIP**: do not use public Wi-Fi because connection speeds are slow, and security is unknown.	

Checklist – Preparing Your System for a Remote Hearing

	Check location of documents you may need to access to confirm you have what you need.	
	Confirm with all parties how documents will be called and efficiently located in materials.	
	Confirm with all parties how documents will be shared during the hearing.	
	Be prepared for internet connections to fail and confirm what procedures to follow if a participant's connection drops, and they cannot log back into the hearing room.	
	Plan and set-up how you will communicate privately with your client, your team, and opposing counsel.	

Day of the remote hearing

	Arrive 15-30 minutes early and test that audio and video connections are clear.	
	Ensure devices are plugged into power outlets and wireless devices are fully charged.	
	Close all programs not needed during the trial and mute messaging and phone notifications.	
	Change your display name on screen and follow agreed naming protocol.	
	Test internet speed and use a hard-wired internet connection if possible.	
	If using Wi-Fi, sit as close to the Wi-Fi access point as possible.	
	Check any folders with documents needed for the hearing.	
	Test private communications with client, team, and opposing counsel.	