

# How to Participate in Remote Court Hearings

**\* BE PATIENT – YOU MAY BE IN THE VIRTUAL WAITING ROOM FOR A WHILE \***



A remote hearing is when some or all of the people participate by video or by phone instead of in person. The information below may help you prepare for a remote hearing.

**If you are requesting to appear remotely, you must contact the Judicial Assistant at 715-634-4886 to make the request. You must make the request no less than 24 hours prior to your court hearing.**

**Exceptions may be made for emergencies.**



The court will mail you a paper copy of the Notice of Hearing to your last known address from your case. You would find the information on how to join the remote hearing by video or phone in the Notice text.



**What if I cannot join at the scheduled hearing time? CONTACT THE JUDICIAL ASSISTANT**

## How to Get Ready for Your Remote Hearing

**MAKE SURE YOU ADD YOUR NAME ON THE MEETING, AS THE JUDGE DOES NOT KNOW YOUR PHONE NUMBER.**



Make sure you have a strong internet connection. If possible, test your connection ahead of time.



Either download the Zoom app or use your phone to access the Zoom.us webpage. Practice with the app or program so you feel comfortable.



Charge your computer or mobile device. If you are calling in by phone, make sure you have enough minutes.



Use earbuds or headphones with a microphone, if you can. This frees up your hands and improves sound quality.



Tell the court if you have witnesses. The court will tell them how to join the hearing.

***Important!*** You may be participating from home, but it is still a court hearing. Pay attention and follow all rules as if you were physically present in the courtroom.

## Get Your Space Ready



- Find a quiet place where **people** or **pets** won't disturb you.
- Have all your papers ready, including a list of what you want to say to the court.
- Know what time your hearing starts and how to log on or what number to call.



## General Tips

- Set the camera at eye level. If using your phone, prop it up so you don't have to hold it.
- Dress as you would to appear in court.
- Sit in a private well-lit area with no bright lights or windows directly behind you.
- No pets or other people
- No smoking, eating, or driving during the hearing.



## Audio Tips

- Mute yourself when not speaking to improve sound quality.
- Speak slowly and do not interrupt.
- If you or any of your witnesses need language assistance services, let the clerk of circuit court know as soon as possible.

## What should I expect during the hearing?

- 1 When you first join, the court may take you from a "waiting room" to the "hearing room."
- 2 The court will make sure you can hear, be heard, and go over all the rules.
- 3 You will see a picture or name of each person in your hearing on your screen. If needed, change the name on your picture to identify yourself.
- 4 Be aware that your hearing may be live-streamed to the public.

## Need legal help?

More information for finding legal help can be found on the Wisconsin Law Library website (<http://wilawlibrary.gov/>) or the State Bar of Wisconsin website ([www.wisbar.org](http://www.wisbar.org)).