

Checklist: Preparing Your System for a Remote Hearing

No	Item	Check
As soon as the remote hearing is scheduled		
1.	Confirm everyone, including clients, have the hardware and software required.	
2.	Confirm formats for documents and ensure everyone has access to the software needed to view documents (e.g., CaseLines, Adobe Acrobat).	
3.	If applicable, determine who will present the documents on-screen and what software will be used.	
A few days before the remote hearing		
4.	Receive technology access details, ideally at least two days before the hearing.	
5.	Schedule a test run at least one day 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.	
6.	For the test run, prepare computer, screens, microphone, headset, camera, phone, battery chargers, power adapters, and confirm they are functioning properly.	
7.	Confirm access to CaseLines or other software to be used for viewing documents. Familiarize yourself with how to use the platform. See Appendix E for more information.	
8.	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. Adjust lighting for clear video and remember to look into the camera to make eye contact.	
9.	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.	
10.	Familiarize yourself and your team with the meeting platform, including entering and leaving, toggling audio and video, pinning a speaker, changing speaker views, and breakout rooms.	
11.	<p>Test internet speed: https://www.speedtest.net/</p> <p>TIP: use hard-wired internet connection if possible.</p> <p>TIP: sit as close as possible to the internet modem / router if using Wi-Fi.</p> <p>TIP: request sole access of internet bandwidth or limit use of bandwidth by others.</p> <p>TIP: use your phone for the audio portion of the hearing and computer for video streaming if the internet connection is slow.</p> <p>TIP: do not use public Wi-Fi because connection speeds are slow, and security is unknown.</p> <p>TIP: turn off Alexa, Siri, Google Home – they are listening, and they may respond!</p>	
12.	Check location of documents you may need to access to confirm you have what you need.	
13.	Confirm with all parties how documents will be called and efficiently located in materials.	
14.	Confirm with all parties how documents will be shared during the hearing.	
15.	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.	
16.	Plan and set-up how you will communicate privately with your client, your team, and opposing counsel.	
Day of the remote hearing		
17.	Arrive 15-30 minutes early and test that audio and video connections are clear.	
18.	Ensure devices are plugged into power outlets and wireless devices are fully charged.	
19.	Close all programs not needed during the trial and mute messaging and phone notifications.	
20.	Change your display name on screen and follow agreed naming protocol.	
21.	Test internet speed and use a hard-wired internet connection if possible.	
22.	If using Wi-Fi, sit as close to the Wi-Fi access point as possible.	
23.	Check any folders with documents needed for the hearing.	
24.	Test private communications with client, team, and opposing counsel.	