# Checklist: Preparing Your System for a Remote Hearing

|  |  |  |
| --- | --- | --- |
| **No** | **Item** | **Check** |
| **As soon as the remote hearing is scheduled** | | |
|  | Confirm everyone, including clients, have the hardware and software required. |  |
|  | Confirm formats for documents and ensure everyone has access to the software needed to view documents (e.g., CaseLines, Adobe Acrobat). |  |
|  | 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 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. |  |
|  | For the test run, prepare computer, screens, microphone, headset, camera, phone, battery chargers, power adapters, and confirm they are functioning properly. |  |
|  | Confirm access to CaseLines or other software to be used for viewing documents. Familiarize yourself with how to use the platform. See [Appendix E](#_APPENDIX_E:_CaseLines) for more information. |  |
|  | 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. |  |
|  | 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. |  |
|  | 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. |  |
|  | 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.  **TIP:** turn off Alexa, Siri, Google Home – they are listening, and they may respond! |  |
|  | 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. |  |