



TIPS FOR ATTENDING A REMOTE COURT HEARING



BE PREPARED

- Make sure you have a strong internet connection or strong cellular reception. If possible, practice with the Zoom app or Zoom.us webpage until you feel comfortable navigating it.
- Charge your computer or phone.
- Make sure you have enough minutes to join the call and possibly wait on hold or in the waiting room for a period of time before your case is called.
- Join the hearing a few minutes early. Be sure that your first and last name are associated with your Zoom login to ensure the court knows you are present for your hearing.
- Mute all sounds on your phone or computer.
- Use a headset or headphones if you can.
- If you are not ready for your hearing or want to speak with an attorney you can ask the judge to postpone your hearing to another date.
- If you need to request an interpreter or a disability accommodation contact the court before your hearing to notify us.
- If your sound or video freezes during the hearing, use the chat feature or call the office at (520) 382-2700 to let them know that you are having technical issues.



CHOOSE THE RIGHT LOCATION

- Sit in a well-lit room with no bright lights behind you.
- Find a private and quiet space. If possible, be alone in a room during the hearing. Limit distractions as much as possible. If others are in the room with you, ask if they can be quiet during the hearing.



BEHAVE LIKE YOU ARE IN COURT

- Mute your microphone whenever you are not talking.
- Speak slowly and clearly so everyone hears what you are saying.
- Pause before speaking in case there is a lag.
- Try not to talk over anyone else. Only one person can speak at a time. If you talk while someone else is talking, the judge will not be able to hear you.
- Have all your documents for the hearing in front of you.
- Have a pen and paper to take notes.
- Wear what you would normally wear to court.
- It's important to be aware that while you may be participating from home, it is still a court hearing. Pay attention and follow all rules.



WHAT SHOULD I EXPECT DURING THE HEARING?

- When you first join, the court may move you into a "session" or a "waiting room."
- 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.
- Waiting times may vary due to court proceedings scheduled prior to your hearing.
- After joining remain connected until you are addressed by the judge or court staff, do not hang up or disconnect.



FOR MORE DETAILS:

Call (520) 382-2700 or visit maranaAZ.gov/court



SCAN TO LEARN MORE

