Bench Guide or Checklist for Remote Administrative Hearings

In-Platform Functions and Controls to Utilize:

- Video: On for both Host and Participant.
- Audio: Both Telephone and Computer Audio available.
- D**o not** enable the "join before host" setting.
- Do enable Waiting Room.
- Require a passcode for meetings.
- Enable a chat message to be sent to all participants. No private messages.
- Use sound notification when someone joins or leaves.
- Enable file transfer through in-meeting chat and use if circumstances warrant.
- Name a staff member as a co-host.
- Add "Polls" to meeting controls in case scheduling or rescheduling becomes necessary.
- Select screen sharing (host only or participants, too?).
- Enable breakout rooms for sequestered witnesses.
- Know how to mute and unmute yourself and participants.
- Understand the "raise hand" and "lower hand" function.
- Know how to change views between speaker and gallery.

To Begin the Hearing:

☐ Test the audio and video before joining the meeting.

☐ Start the meeting and verify that all participants are connected, audibly, visually, or both.

☐ If applicable, ensure a process is in place to provide public access to the proceeding.

☐ Start the recording.

☐ Follow provided *Script with Remote Hearing Ground Rules* to begin the hearing.

☐ Conduct the hearing, remaining cognizant of maintaining order and decorum.

☐Use the in-meeting controls to manage hearing logistics (*e.g.*, mute/unmute participants, bring participants from the Waiting Room, Screen Share, Chat messages, Polling, etc.)

☐ Follow provided *Script with Remote Hearing Ground Rules* to conclude the hearing.

☐ End the meeting for all participants at once.

☐ Download a copy of the recording and store it using your existing storage tools.