Testifying as a Witness in a Remote Hearing

1. Make sure that others in your household minimize their Wi-Fi network usage during the hearing so that you have the best possible connection.
2. Witnesses must be alone in a quiet room during their testimony (away from pets, children, television, etc.).
3. There should be enough light in the room for your face to be clearly visible to the hearing participants but no bright light source behind you while testifying.
4. Witnesses may not use a virtual background.
5. The hearing officer is permitted to confirm that a witness is alone by requiring a video scan of the room before and after testimony and may note this for the record.
6. Witnesses must turn off all electronic devices in the room except for the device enabling participation in the hearing.
7. Don't do other things while on the call. You must pay attention to make sure you don't miss something important that is said or something the hearing officer asks you to do.
8. Witnesses must refrain from exchanging any electronic messages during their testimony.
9. Please keep your phone, tablet or computer on mute when you are not speaking.
10. While testifying, witnesses must keep the microphone through which they are speaking in close proximity to their mouths.
11. Only speak when you have been prompted to speak.
12. Do not read your testimony from a printed document. You must testify from your own knowledge of the events in question and in your own words.
13. Do not talk over other hearing participants during their testimony.
14. If an objection is raised during your testimony, stop testifying until after the hearing officer has ruled on the objection.
15. Remember, even though you are testifying over the phone or through the internet, you are testifying in an important legal proceeding. You should act the way you would if you were in a courtroom in person.
16. It may be necessary for you to download an application or run a temporary application in order to participate in the hearing. Please do so before the day of the hearing.
17. Test the camera, microphone, and speakers on the device you will be using for the hearing to make sure that you will be able to participate fully.