



Remote Hearing Checklist

Plan. In advance of your hearing:

Check Your Equipment.

- Make sure your internet is fast enough to support audio and video.
- Make sure you have a working camera and microphone.
- Find a quiet space. Use headphones if you have them.

Test the Software and Practice Using It.

- Either download the software or try it in your web browser
- Watch a short video on how to use the software at support.zoom.us

Let the Court Know If You Have Evidence or Witnesses.

- Tell the court if you have witnesses. You may need a subpoena. Witnesses should follow *these guidelines* when they testify remotely.
- Ask the court how you should provide evidence. You need to provide photos, documents and other items at least two days before the hearing.

Request an Interpreter or an Accommodation.

- Let the court know right away if you will need an interpreter or accommodation. Use the [Request for Spoken Language Interpreter](#) or the [Request for Accommodation for Person with a Disability](#).

Prepare. Just before your hearing:

Look Nice.

- Dress in clothes that you would wear if you were going to court in person.
- Turn on the lights. Be sure there are no bright lights or windows behind you.
- Avoid virtual backgrounds.

Double Check Your Equipment.

- Make sure your device is fully charged or plugged in.
- Re-test your video and sound. If you are having trouble, tell the court right away.

Log in Early.

- Have the meeting ID or link and passcode ready.

It's time! During your hearing:

Pay Attention.

- Follow directions given by the judge or other court staff.
- Speak slowly and clearly. Try to avoid speaking over others.
- Identify yourself when you start speaking.
- Do not engage in other business during the hearing.

Monitor Your Equipment.

- Let the court know if you cannot hear or see or if you are having trouble with software.
- Mute yourself when you are not speaking. To do this, click the microphone found on the bottom left-hand corner of your Zoom navigation menu.
- Use a headset with a noise canceling microphone if available.
- Do not turn off your camera unless you are directed to do so by the judge.

Need legal help?

Maryland Court Help Center



410-260-1392



mdcourts.gov/courthelp

