Oregon Judicial Department
Remote Hearings
Witness Guide: Quick Reference

When you are asked by an attorney or party in the case to be a witness in a remote hearing, there are rules that must be followed to make sure that your testimony is considered.

Remote hearings are any hearings where parties to a case appear from a remote location not in the courthouse. These hearings may be attended by members of the public and are hosted by the courts through Webex Events.

Preparing to be a Witness

- Verify the date(s) and time(s) for the scheduled hearing for which you will be providing testimony.
- Wait to join the remote hearing until prompted by the individual requesting testimony or the court.
- Confirm the approximate start- and end-time that you are expected to be available to provide testimony with the individual requesting your testimony.
- Court may run longer or more quickly than anticipated, please be available for the entire time requested.
- Maintain open communication with the individual requesting testimony to receive updates on the timeline for your involvement in the proceedings.
- Contact the person requesting your testimony and let them know if any of the following apply so they may coordinate appropriately with the court:
    o Your contact phone number or email address changes.
    o You are unable to find a private, quiet location with reliable internet connectivity or phone coverage to provide your witness testimony.
    o You do not have a phone or reliable phone service.
    o You do not have childcare or coverage for other caregiver responsibilities.
    o You require an interpreter and the language required.
    o You need any ADA accommodations.
- Communicate with the person requesting your testimony and the court to determine how you will join the hearing at the appropriate time.
    o The clerk may call you and transfer you into the hearing via audio only.
    o You may be sent a link to click and join through a web browser at the appropriate time, (see instructions on joining a Webex event).
- Once you join the remote hearing, you will be sworn in by the clerk. If connecting via audio only, you will be asked to recite the oath.
- Adhere to the instructions provided by the judge, including whether you may remain connected to the remote hearing when you are not testifying and whether you may listen to the court proceedings.

Participating in a Remote Hearing as a Witness

You should be alone in the physical room where you are located (or with your attorney). It is expected that all electronic devices, other than the one used to access the remote hearing, are turned off during the testimony. No other programs or windows should be open on your device or computer.

Remote Hearings Disclaimer

Any person entering an OJD Webex session must agree to the following disclaimer before the system will admit them:

*If you are connecting to Webex to attend a **remote hearing** or **oral argument**, by selecting 'Agree' you are agreeing and acknowledging that:*
1. *The proceeding is being recorded and will be part of an official court record.*
2. *The proceeding will be made available live to the public.*
3. *You will not record, copy, distribute or otherwise make available any audio recording or visual image of the proceeding without express permission from the court.*

*If you are connecting to Webex to attend a **CRB review**, by selecting 'Agree' you are agreeing and acknowledging that you will not record, copy, distribute or otherwise make available any audio recording or visual image of the proceeding.*

If you are connecting to Webex to attend a meeting for any other judicial business with the Oregon Judicial Department, by selecting 'Agree' you are acknowledging that the meeting may be recorded.

The text of this disclaimer may be updated periodically, please read the full disclaimer when entering a Webex session.

Dos and Don'ts for a Remote Hearing

- Do not join or listen to the remote hearing unless allowed by the judge.
- Do not share the hearing invite, link or password with anyone.
- If joining by smartphone, download and sign up for the Cisco Webex Meetings app.
- Test audio and video prior to the scheduled remote hearing time at https://www.webex.com/test-meeting.html.
- Use headphones if possible, to improve the sound quality for all participants.
- Confirm that your device microphone and webcam are on and the speakers are turned up.
- Confirm that audio and video are enabled so everyone in the hearing can see and hear you. This can be managed through Webex Event settings.
- After confirming audio and video functionality on your device, mute your device until you are asked to speak by the court. Be prepared to unmute each time you are asked to speak.
- Mute any other devices that you have in the room with you so as not to cause a feedback loop.
- Stay on mute until you are called on and remember to mute once you are done speaking.
- Speak one person at a time and pause 1 to 2 seconds prior to speaking in case there is an audio or video lag.
- Inform the court if you are experiencing technical difficulties.
- Do not record the hearing without express permission from the court.
- Do not broadcast or live stream the hearing.
- Do not use a speakerphone.
- If you are connecting to audio by phone, do not place the call on hold at any time.
- Disconnect from the remote hearing when you have been excused by the judge.

General recommendations when joining a remote hearing by video:	Recommendations when joining from a mobile device:
o Dress appropriately as if you were in a courtroom. o Be mindful of what is behind you. o When speaking, look directly at the camera, not at the screen.	o Plan to be in a stationary location while appearing via video; moving around is distracting to the other participants. o Keep the camera pointed to your face.
If the sound quality is difficult to hear, mute your computer microphone and speakers and call the associated conference call number. (You will be able to participate through the telephone connection and observe the video.)	

Please remember this is a court proceeding and participants must behave accordingly. Remove personal photos, distinguishing information, and any other personal items that you do not want the public to see in your background.

Joining a Remote Hearing via Webex Events

Court staff or the party asking you to testify may provide notice of the remote hearing in a variety of ways:

- Invitation email for a Webex Event.
- Email from the court with the link and password.
- A standard hearing notice with the link or call-in number provided.

Please contact the court if you are unsure how to access your hearing.

Webex Events can be joined in the following ways:

- Free Cisco Webex Meetings app for Android or iOS mobile devices (Audio and Video).
- Web browser on PC or Laptop and Phone (Audio and Video dependent on microphone and webcam).
- Informing the court of audio only capability, and determining phone only options (Audio only).
- When the time comes to join, click the link or the Join icon in the invitation email, or call the number provided to join via phone.

Joining Through the Free Webex App

- If not already downloaded, **Download** the Cisco Webex Meetings app.
- **Open** the app after it is installed.
- Select **Join** and enter the access code (in the invitation email).
- Enter the event or meeting password (in the invitation email) and tap **OK**.
- The Webex app allows you to preview your video before joining the proceeding, once done, tap **Join**

The links provided through Webex Events for the remote hearing will launch the Oregon Judicial Department captioned Webex page.

Check to see if the hearing has been started:

- If the event has not started select **Refresh** 🔄 in the upper right-hand corner to refresh and try again.
- Once the event has started, you can join at any time by performing the following steps:
    - o Enter the following information
        - First Name, Last name,
        - Email address, and
        - Panelist password.
    - o Click **Submit**.   Submit
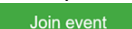
> *Do not change the email address or the event will not recognize you as a panelist and will not let you join.*

- Webex may ask you to install the browser plug in or download a temporary application. Either option may be selected and will allow you to participate in the hearing.
- Verify your audio and video options.
    - o At this point you may choose to use your phone as the audio option. Webex will provide the call-in number to dial and the code to allow access to the event. Use this option if you have access to the internet through your computer but have no webcam or microphone.
- Once you are ready to join, select **Join Event**.   Join event

> *Chrome is the recommended web browser for Webex Events. It is advised to NOT use Internet Explorer or Edge.*

Joining by Phone Only

- Inform the party requesting your testimony that you are only able to join by phone.
- Let them know the phone number where you will be accessible.
- Do not use a phone number that requires dialing an extension.
- The court will call you and conference you into the Webex event.

Webex Event Controls

Moving your mouse or tapping in the video screen area of the Webex window will display the following options:

- **Microphone** – mutes or unmutes your audio.
- **Video** – turns the video function on or off.
- **Participant Panel** – opens and closes the participant panel, which displays the panelists and attendees.
- **More Options** – provides a list of additional actions that may be taken depending on the role of the participant.
- **Leave Event** – leave the remote hearing.
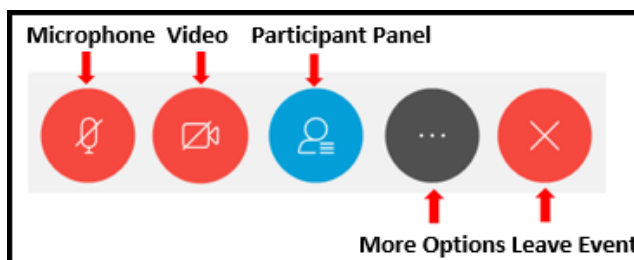
To view video displays differently, look for the following options in the upper right-hand area of the Webex window:

- **Grid View** – all panelists are displayed in a grid with a maximum of 25 different videos.
- **Presenter View** – the view switches between showing the video of the panelist currently talking.
- **Presenter View with Thumbnails** – the view switches between showing the video of the panelist currently talking. Thumbnail views of all other panelist videos are shown at the bottom of the screen.