

Oregon Judicial Department Remote Hearings Quick Reference



This guide is for appearances that will be held remotely. Cisco Webex allows for the parties, their attorneys, and the Judge to engage interactively through video or audio conference technology.



Webex Meetings is the preferred technology for **BOTH video and audio remote hearings** in partially remote and fully remote hearing scenarios.

Dos and Don'ts for a Remote Hearing

- Make sure you are in a private, quiet location where there are few interruptions and distractions.
- Ensure that your device has reliable connectivity and coverage.
- If joining by smartphone, download and sign up for the Cisco Webex Meetings app. (video)
- Test audio and video prior to the scheduled remote hearing time at <https://www.webex.com/test-meeting.html>. (video)
- Use headphones equipped with a microphone, if possible. Your voice will be clearer when you talk, and participants in the case will be able to better hear you.
- Connect to the remote hearing through the invitation 5 to 10 minutes early to test the connection and resolve any technical issues. (video)
- Confirm that your device microphone and webcam are on and the speakers are turned up. (video)
- Confirm that audio and video are enabled so everyone in the hearing can see and hear you. This can be managed through Webex settings. (video)
- After confirming audio and video functionality on your device, mute your audio until you are asked to speak by the court.
- Mute any other devices that you have in the room with you so as not to cause a feedback loop.
- Frequently verify that your microphone is muted during the remote hearing.
- Stay on mute until you are called on and remember to mute once you are done speaking.
- Speak one at a time and pause 1 to 2 seconds prior to speaking in case there is an audio or video lag.
- Announce your appearance each time you speak during the remote hearing.
- Do not speak at the same time as someone else.
- Inform the court if you are experiencing technical difficulties.
- Do not record the hearing without express written 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.

General recommendations when joining a remote hearing by video:	Additional recommendations when joining from a mobile device:
<ul style="list-style-type: none">○ Dress appropriately as if you were in a courtroom.○ Be mindful of what is behind you.○ When speaking, look directly at the camera, not at the screen.	<ul style="list-style-type: none">○ Place in a stationary location while appearing via video; moving around is distracting to the other participants.○ 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, distinguishable information, and any other personal items that you do not want the public to see in your background.