

Oregon Tax Court Remote Hearings Guide



Because of COVID-19 many court hearings are now *remote*. That means some or all of the people participate by video or by phone. Read below to know how to prepare for a remote hearing.

How do I know if I have a remote hearing?



The court will notify you if your hearing is remote. They may contact you by U.S. mail, email, or phone. They will also notify the other parties in your case.

What if I don't have Internet or a phone?

Contact the court as soon as possible. They may:

- Postpone the hearing until everyone can participate safely, or
- Help you find a way to participate, such as free hot spots, or access to a free phone or Internet.

What if I cannot join at the scheduled hearing time?

You must have a good reason why you cannot be present at the scheduled time. And you must tell the court *before* the hearing. Go to the court's website and review the court's [rules](#) regarding how to reschedule a hearing.

Will the court tell me how to join the remote hearing?

Yes. The court will send you a notice with call-in information and a web address. You may access all Webex hearings by phone or by internet. If you have questions, please call the court at 503-986-5650.

What do I do if I get disconnected?

Remain calm, try to reload the weblink or, if necessary, call in using the dial-in number and meeting code.

How to Get Ready for Your Remote Hearing



Make sure you have good Internet connection.



Download Webex. Practice with the app so you feel comfortable. www.webex.com



Charge your computer or mobile device. If you are calling in by phone, make sure you have enough minutes.



Use earbuds or headphones, if you can. This frees up your hands and improves sound quality.



File any exhibits you want the court to consider two weeks before trial. See [TCR-MD 12](#). Electronically filed exhibits must be indexed. [CJO 20-016 §7 d](#). You do not need to submit exhibits before a case management conference.



Tell the court before trial if you have witnesses. You must provide copies of exhibits to all witnesses. You should share the hearing access information from your hearing notice with witnesses.

Get Your Space Ready!



- Find a quiet place where no one will interrupt you.
- Have all your papers ready, including a list of what you want to say to the judge.
- Know what time your hearing starts and how to log on or what number to call.



Look Good!

- Set the camera at your eye level. If using your phone, prop it up so you can look at it without holding it.
- Look at the camera, not the screen, when you speak.
- Dress neatly. Wear soft solid colors.
- Sit in a well-lit room, not too dark, not too bright. No bright lights behind you.



Sound Good!

- Pause before speaking in case there is any audio/video lag.
- Mute yourself when not speaking to improve sound quality.
- Say your name each time you speak.
- Talk slowly and do not interrupt.

What should I expect during the hearing?

- 1 When you first join, you may have to wait a short time for the Judge to start the hearing.
- 2 The judge will make sure you can hear and talk and go over all the rules.
- 3 You will see a picture or name of each person in your hearing on your screen. The first one you see is the person who is speaking.
- 4 Your hearing is live and may be recorded. Everyone there can hear what you say. It may even be open to the public.



Important! You may be connecting from home, but it is still a court hearing. Pay attention, behave respectfully, and follow all rules.

Need help?



[OTC Self Help Center](#)

[Tax Appeals Handbook](#)

[Self Help Videos](#)