

 Start WebEx 15 minutes prior to hearing

 Audio/Video Check

- Confirm each person can hear
- Rename Call in Users
- Confirm each party's camera works
- Address any visual issues: too dark, camera pointed in wrong direction, etc.
- If time allows, attempt to get call in users to download WebEx and appear by video

 Give Rules of Courtroom

- Behave as though you are in the Courtroom
- Remain in one place
- Appropriate backgrounds
- No Hats, Eating, Texting, Smoking, Swearing, etc.
- No recording of proceeding (people can contact the Court to get a recording)
- Script for "Flight Attendant" Speech "While this may not look like a Courtroom, it is a Courtroom and Courtroom rules apply. No hats, no eating, no tobacco use. Please give this hearing your undivided attention and use language that is appropriate for a Courtroom. No recording of this hearing and that includes taking screenshots of the proceeding. Please keep yourself on mute when you are not talking to help with audio feedback issues. Thank you."

 Ask that everyone mute themselves

- Remind call in users that if you must mute them, they will not be able to unmute themselves