
Remote Hearings

Attorney Guide: Quick Reference

This guide is for attorneys set to appear on a trial that will be held remotely. Zoom allows for the parties, their attorneys, and the Presiding Officer to engage interactively through video or audio conference technology.



Zoom is the preferred technology for Jurisdictional Trials.

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.
- Do not share the hearing invite, link, or password with anyone. Contact the Presiding Officer or the Grand Secretary if you believe your client or someone else needs a calendar invitation for the remote trial.
- If joining by smartphone, download and sign up for the Zoom app.
- 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 trial through the calendar invitation 5 to 10 minutes early to test the connection and resolve any technical issues.
- 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 Zoom's settings.
- After confirming audio and video functionality on your device, mute your audio until you are asked to speak by the Presiding Officer.
- 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 Presiding Officer 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 trial by video:	Additional recommendations when joining from a mobile device:
<ul style="list-style-type: none">○ Dress appropriately.○ Be mindful of what is behind you.○ When speaking, look directly at the camera, not at the screen.	<ul style="list-style-type: none">○ Plan to be in a stationary location while appearing via video; moving around is distracting to the other participants.○ Keep the camera pointed to your face.
<p>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.)</p>	

Please remember this is a trial proceeding and participants must behave accordingly.

Witnesses

We recommend that each witness be alone in the physical room where the witness is located. It is expected that all electronic devices, other than the one used to access the remote hearing, are turned off during the testimony. Further, no other programs or windows should be open on the witness's device or computer. Remote hearing participants must not pass the functional equivalent of notes by electronic means to the witness during the time that witness is testifying.

Interpreters

- To help the interpreter, speak slowly and in short sentences.
- When speaking, pause after every 1-2 sentences to allow the interpreter to translate.
- Wait for the interpreter to finish their interpretation before talking or answering a question.

Exhibits for Remote Hearings

Exhibits can be eFiled to the Presiding Office by emailing the documents to the Grand Secretary

Exhibits should be submitted before the trial. Exhibits must be filed as a PDF document. If the exhibits cannot be filed as a PDF, contact the Presiding Officer. The PDF document must be less than 25 MB in size. If it is bigger, split the document into multiple filings. There must be an exhibit list or index linked to each exhibit. The exhibits must be bookmarked. Once the exhibits are received, the Grand Secretary will stamp the documents.

Private Attorney/Client Communication

Zoom does not provide a technical solution to facilitate confidential attorney/client communication. Attorneys and their clients should have a pre-established method for communicating confidentially that does not rely on.

Some options and considerations include:

- The attorney and client may leave the remote hearing and use their own communication method and then rejoin the meeting once complete.
- If the attorney and client are in the same room, mute the microphone and communicate out of the view of the displayed video.

Oregon Judicial Department

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Zoom uses the following terminology:

- **Host** – The host is the Presiding Officer. Hosts are the only remote hearing participants that may start the webinar, allow people to share content, present their screen, mute or unmute participants, remove people from the webinar, disable chat, start and stop the recording through Zoom, and end the meeting.
- **Panelist** – Panelists will primarily consist of counsel, parties, witnesses and other participants in the case. A panelist has control over their own audio and video.
- **Presenter** –A presenter must first be a panelist. The presenter may share content or their screen with the rest of the webinar. A panelist is only to be given the role of presenter if authorized by the Presiding Officer.

Prior to scheduling the hearing, the Presiding Officer will contact the parties to advise that the hearing will be held remotely. The attorney should be prepared to inform the Presiding Officer whether any accommodations are required.

Joining a Remote Hearing via Webex Webinars

The Grand Secretary may provide notice of the remote hearing in a variety of ways:

- A standard hearing notice with the link provided.
- Invitation email for a Zoom.
- Email from the Grand Secretary with the link and password.

Please contact the Presiding Officer if you are unsure how to access your Trial. Zoom can be joined in the following ways:

- Free Zoom app for Android or iOS mobile devices.
- Web browser on PC or laptop and phone.
- 5 to 10 minutes before the scheduled hearing time, select the link or the Join icon in the invitation email, or call the number provided to join via phone.

***REMEMBER:** Do not share the panelist hearing invite, link, phone number, or password with anyone. Contact the Presiding Officer if you believe your client or someone else needs a calendar invitation for the remote hearing.*