



Checklist: Practical tips to prepare for a remote hearing

For all remote hearings

- Make sure you'll have access to a **quiet room** to "attend" the remote hearing, where you won't be interrupted
- Check if you'll need to communicate with anyone privately during the hearing. If you, do find a way to do that. In a video remote hearing, you may **not** be able to do this using the video-conferencing software during the hearing
- If you're giving evidence during the hearing - if you want to **swear an oath** and do this on a holy book or scripture, have a copy of your holy book available

For remote telephone hearings

- Make sure the court has the **correct landline or mobile number** for you. If possible, use a mobile phone that you don't share with anyone else or use for work
- Turn off any call-barring services** (such as services that stop private numbers calling) so the court can reach you on the day of the hearing
- Have **access to another device** (such as a computer or tablet) in case you need to receive additional documents on the day of the hearing

For remote video hearings

- Make sure your internet connection is **stable and secure**.
- Have a computer or tablet to use which has a **webcam and microphone**. You can use your phone to access the hearing but it may



be difficult to see everyone and access electronic documents at the same time

- Consider if you need any **extra equipment** (aside from a computer/tablet as above), and give yourself the time to borrow or purchase it. Some suggestions are:
 - An **extra screen/tablet**. If you have an extra screen, one screen can display the video hearing and the second screen can display the documents you'll need in the hearing
 - **Headphones**. Using headphones will stop any feedback from your speakers to the microphone during the hearing. This will make sure you can hear and be heard clearly.
- Make sure you have **downloaded the right internet browser and/or video-conferencing software** the court has told you they are using for the hearing. Don't leave it to the morning of the hearing to download it. **Do this in advance**, so you have time to check it works on your computer and that you know how to use it.
- Arrange to do a test call with a family member, friend or someone who is helping you (such as at the legal advice clinic)

If you have any issues joining the platform or testing the equipment, **tell the court as soon as possible** using the contact details they've given you.

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