

Remote Video Hearing Checklist

When you are preparing to attend the virtual hearing, think through the following checklist:

Step No.	Task	Done?
1	Check you've got the link to the hearing and you can access the platform	
2	Check the hearing date and time the night before the hearing	
3	Check you've got all the documents and paperwork for the hearing. If you're using multiple screens, set them up in time for the hearing	
4	Log-in early (15 minutes) before the video hearing to familiarise yourself with the platform and ask any questions to the court clerk or to your legal representative if you have one	
5	Keep a plain sheet of paper, pen and a glass of water on your table	
6	Use a headset so that you can hear the hearing clearly and focus into the hearing, and so you can also be heard clearly	
7	Keep your phone charged and on silent or a silent vibrate to ensure you can contact the courts in case of an emergency or technical difficulty	
8	Immediately inform the court clerk or judge if you are having technical issues, or if you have any questions or feel worried about the hearing	

What you need to have during the hearing:

- A headset
- Another screen (optional)
- All your documents and paperwork
- Your phone (charged and on silent)
- Plain sheet of paper
- A pen
- Glass of water

For more detailed information and instructions, please look at our guide called 'Guide on Remote Hearings'. You can download it here:

https://www.toynbeehall.org.uk/know-your-rights/?resource_category=civil

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