



Helpful Tips for Virtual Court Hearings

Remember, even though your hearing is happening over the phone or by video, it is still a court proceeding. You should act in the same manner that you would if physically present in the courtroom.

Court rules and etiquette apply.

Do:

- ⇒ Do check Metro Court's [website](#) for the current week's call-in/video information. The information is located on the homepage.
- ⇒ Do prepare for your virtual hearing. If you plan to participate in your hearing by video, download the video application before your scheduled hearing. Be sure to test your speaker, microphone, and camera before the hearing. Video conferencing websites often provide a test link to try your equipment before the actual event (Zoom test example [here](#)).
- ⇒ Do have all paperwork or documentation that you may need for your hearing.
- ⇒ Do dress appropriately, like you would if actually going to the courthouse.
- ⇒ Do realize that other hearings may be taking place as you join the call or video conference. Please mute your phone, mobile device or computer immediately and wait to be called on before speaking. The judge, clerk and others in the virtual courtroom are alerted when somebody joins by video or phone.
- ⇒ Do limit distractions during your hearing. Put all pets and other things that may be a distraction in a different room. Find a quiet place to participate in the hearing.
- ⇒ Do keep your device on mute when not speaking. Keeping your phone, mobile device, or computer on mute unless speaking reduces feedback and limits background noise.
- ⇒ Do make sure others using your Wi-Fi network minimize their usage during your hearing so you have the best possible connection.
- ⇒ Do make sure the court has good contact information for you. To update your mailing address or telephone number, please call (505) 841-8151.

Don't:

- Don't ignore the virtual hearing. If you cannot make the hearing or have a conflict, notify the court immediately. If you fail to appear, a bench warrant may be issued for your arrest.
- Don't talk over others. Doing so makes it hard for the judge and others to hear. Wait to speak until asked by the judge.
- Don't do other things while on the call. Just like in an actual courtroom, you must pay attention to make sure you don't miss something important that is said or something the judge asks you to do.