



# Alaska Court System Remote Hearings



COVID-19 has caused many court hearings to be held remotely with some or all people participating by video or phone. Read the tips below to prepare for a remote hearing.

## How do I know if I have a remote hearing?



The court will notify you if your hearing is remote. They may contact you by U.S. mail, email, or phone. They will also notify the other parties in your case.

## What if I don't have Internet or a phone?

Contact the court as soon as possible. They may:

- Postpone the hearing until everyone can participate safely, or
- Help you find another way to participate.

## What if I cannot join at the scheduled hearing time?

You must have a good reason why you cannot be present at the scheduled time and tell the court before the hearing.

Visit the court's website for contact information at <https://courts.alaska.gov/courtdir/>

## Will the court tell me how to join the remote hearing?

Yes. The court will send you instructions on how to join your remote hearing by video or by phone.

Visit <https://courts.alaska.gov/covid19/zoom-faq.htm> for more information about getting set up for remote hearings.

## How to get ready for your remote hearing:



Make sure you have good Internet connection.



Download Zoom (or other app your court uses). Practice with the app so you feel comfortable.



Charge your computer or mobile device. If you are calling in by phone, make sure you have enough minutes.



Use earbuds or headphones, if you can. This frees up your hands, and improves sound quality.



Email the court any evidence, like documents or photos.



Tell the court if you have witnesses. The court will tell them how to join the hearing.

If your witness has to look at an exhibit, the court can tell you how to share it.

## Get your space ready!



- Find a quiet place where no one will interrupt you.
- Have all your papers ready, including a list of what you want to say to the judge.
- Know what time your hearing starts and how to log on or what number to call.



## Look good for your video remote hearing!

- Set the camera at your eye level. If using your phone as a camera, prop it up so you can look at it without holding it.
- Look at the camera, not the screen, when you speak.
- Dress neatly. Wear soft solid colors.
- Sit in a well-lit room, not too dark with no bright light behind you.



## Sound good when you are speaking!

- Pause before speaking in case there is any audio/video lag.
- Mute yourself when not speaking to improve sound quality.
- Say your name each time you speak.
- Talk slowly and do not interrupt.

## What should I expect during a video remote hearing?



When you first join, the judge may take you from a "waiting room" to the "hearing room." Only the people in your case will be in your hearing room.



The judge will make sure you can hear and talk, and go over all the rules.



You will see a picture or name of each person in your hearing on your screen. The first one you see is the person who is speaking.



Your hearing is live and will be recorded. Everyone there can hear what you say. It may even be open to the public..



The judge may decide the case at the end of the hearing or after it is over. Usually the judge will follow with a written order.



**Important!** You may be connecting from home, but it is still a court hearing. Pay attention, and follow all rules.



## Representing yourself?

<https://courts.alaska.gov/shc/representing-yourself.htm>