



Virtual Court Appearance Guide

Appearing before the court



Find a quiet place that is **not too bright** or **dark**.



Dress neatly and set the camera at your eye level.



If using your phone, **prop it up** so you can look at it without holding it.



Know what time you are supposed to log on or call the court. Try to be a few minutes early.



Look at the camera, not the screen, when you speak.

Technology

Download the app being used by the court and check your **internet speed**. Do a **test run** to make sure everything works. If you don't have internet access **ask the court** what options are available.

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

Use earbuds or headphones if you can and **mute your device** when you are not speaking. This will improve sound quality.



Make sure the court has your current email address and check for new messages often.



Other tips and tricks



- Let the court know right away if you need an interpreter.
- Don't use virtual backgrounds or filters. Use your real name, not a screen name.
- If you can't hear or have technical problems, tell the court as soon as possible without interrupting.

QUESTIONS? CALL 602-506-3204