



# HEARING PREPARATION CHECKLIST

## HEARING NOTICE

- ☐ Includes court contact information.
- ☐ Includes notice of potential virtual hearing.
- ☐ Includes all information required by current court orders or local rules.

## CLIENT PREPARATION

- ☐ Client provided hearing link.
- ☐ Client has access to reliable internet and technology to access the hearing link.
- ☐ Review client hearing preparation checklist.

## EVIDENCE/WITNESSES

- ☐ Evidence and witness lists have been provided to Court and opposing party, if required.
- ☐ Documents are saved in appropriate electronic format for submission.
- ☐ Witnesses are prepared for virtual appearance.
- ☐ Test-run with virtual platform to share screen/provide evidence.

## BEFORE THE HEARING

- ☐ Confirm you and client have the hearing link.
- ☐ Remind client of upcoming hearing and determine if client needs additional tech support or unanswered questions/concerns that should be addressed before the date of the hearing.
- ☐ Confirm witnesses have hearing link and are prepared for the virtual appearance.
- ☐ Check your own technology.
- ☐ Identify an appropriate location for you to appear virtually – pay attention to the details and your surroundings.

## THE DAY OF THE HEARING

- ☐ Dress professionally.
- ☐ Confirm that client is prepared and isn't experiencing any technical issues.
- ☐ Test for any technical problems at least 15 minutes before the hearing.
- ☐ Ensure you have sufficient battery on your device and access to a charger.
- ☐ Double check your chosen location – declutter, reduce noise, adjust lighting as necessary.
- ☐ Make sure that your name is displayed, and if you are going to include a profile picture, that it is appropriate.
- ☐ Set the platform to start the meeting with your camera and microphone off.

## DURING THE HEARING

- ☐ Turn off any other devices or notifications that may cause a distraction.
- ☐ Ensure privacy.
- ☐ Avoid walking around, speaking to someone off camera, answering phone calls, chewing gum or eating during the hearing.
- ☐ If other cases are being called, turn off your camera and mute your microphone.
- ☐ Keep your microphone muted when you are not speaking.
- ☐ Do not speak over other parties, counsel or the Court. (Best practice is to wait for three seconds after someone finishes speaking before you speak to avoid overlap, but this may not be possible if you need to object.)