

THE DAY OF HEARING

WHAT DO I NEED?

- Access to a computer, tablet, or phone, that has a microphone, and camera .
- Internet access during the entire hearing
- An email address; if you do not have an email address, you can set up a free account on Google using Gmail
- Microsoft Teams (app) available to download free on the iOS App Store and Google Play Store
- Your driver's license or other government-issued ID so that the Judge can identify you
- If you plan to call witnesses other than yourself, they must also have a valid government-issued ID and follow the same procedures as you.

TO JOIN HEARING:

- You will receive an email from the Judge inviting you to "Join the Meeting."
- Please go to a quiet place and click on the link in the email to "Join the Meeting."
- When the app asks you to "Open this page in Teams," press/click Open.
- On the next screen, press/click "Join as guest."
- On the next screen, enter your name and press/click "Join meeting." ONCE THE HEARING STARTS:
- Make sure that you have your microphone and camera turned on.
- Click the icon or click the slider to turn them on.
- The Judge will conduct a test to make sure that everyone can see and hear.
- Only 1 person may speak at a time unless a person wants to object:
- The "Rules of Evidence" may limit what the Judge can hear.
- If you think that someone is saying something that is not allowed by those rules, you can say, "Objection." If you hear someone say, "Objection," please stop speaking and wait for instructions from the Judge.
- The Judge will ask one person to tell his or her side; at that time, the other person should remain silent.

- The Judge will then ask the other person to tell his or her side.
- If the Judge finds it necessary, the Judge will then invite witnesses to participate.

WITNESSES:

- Because of the need to maintain social distancing, if a witness is not a household member, then that person shall not come to your house to participate in the hearing. As long as the Judge has the witness's email address, the Judge can invite that person to participate.
- If you want the Judge to hear from a witness, the witness must: Have his or her own computer, tablet, or phone; Have an email address; Follow all of the same procedures as you, listed under "What do I need?"

AT THE END OF HEARING:

The Judge will tell you the decision.