# Representing Yourself in a Remote Administrative Hearing

**To successfully present your case, please review the recommendations below:**

1. If you do not have a cellular telephone or access to the internet, let the hearings office know at your first opportunity. They may be able to help you find a way to participate or they may postpone the hearing.

2. Call the hearings office in advance if you want to present evidence. If you have documents or witnesses you want available for your hearing, please let the hearings office know as soon as possible.

3. A list of witnesses and any documents you wish to present as evidence must be provided to the hearings office well *before* the hearing. Failure to provide them in advance could inhibit your ability to present your case. Please call the hearings office to find out the deadline by which you must submit the witness list and documentary evidence.

4. If you cannot participate in the hearing on the date that it is scheduled, notify the hearings office immediately.

5. Visit the website through which the hearing will be heard (*e.g.* Zoom, Skype Business, etc.) or a video sharing website (YouTube) for guides, helpful videos, and additional information regarding connecting to the website for the hearing.

6. 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 websites often provide a test link to try your equipment before the actual event.

7. Make sure that others in your household minimize their Wi-Fi network usage during the hearing so that you have the best possible connection.
8. There should be enough light in the room for your face to be clearly visible to the hearing participants but no bright light source behind you while testifying.
9. You may not use a virtual background during the hearing.
10. The hearing officer is permitted to confirm that a witness is alone by requiring a video scan of the room before and after testimony and noting this for the record.
11. Witnesses must turn off all electronic devices in the room except for the device enabling participation in the hearing.

12. Dress appropriately, like you would if you were going to appear in court in person.

13. 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.

14. Don’t talk over others. Wait to speak until you are asked to do so.

15. 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.

16. Do not read your testimony from a printed document. You must testify from your own knowledge regarding the events in question and in your own words.

17. You must refrain from exchanging any electronic messages during their testimony.

18. If an objection is raised during your testimony, stop testifying until after the hearing officer has ruled on the objection.

19. Remember, even though your hearing is happening over the phone or through the internet, it is an important legal proceeding. You should act the way you would if you were in a courtroom in person.

20. It may be necessary for you to download an application or run a temporary application in order to participate in the hearing. Please do so before the date for the hearing.

21. Test the camera, microphone, and speakers on the device you will be using for the hearing to make sure that you will be able to participate fully.