Tips for Ensuring a Seamless Virtual Hearing Experience for Clients

Virtual hearings have become an integral part of legal proceedings. Ensuring a smooth and secure virtual hearing experience is crucial. Here are key guidelines to advise your clients on preparing for virtual hearings:

Environment Setup

- Choose a quiet, private space to limit distractions.
- Curate a professional and clutter-free background to maintain a polished appearance.

Technical Preparedness

- Test your camera, mic, and audio settings ahead of time to ensure everything is working properly.
- Confirm the device you are using is fully charged or securely plugged in.
- Familiarize yourself with important features, such as the mute button.
- Silence your device notifications.
- Make sure the devices you are using are up-to-date and in working order.

Test Runs

- Know the difference between WebEx and Zoom.
- Use a computer whenever possible; a smartphone should be considered an 'emergency parachute' and tested beforehand.
- Verify audio and video settings in advance to address any potential issues beforehand.
- Conduct practice sessions on the chosen virtual platform to get familiar with the interface.

Test Links

WebEx   **Zoom**

Lights! Camera!

- Ensure well-lit surroundings to enhance visibility on video.
- Position the camera at eye level for a professional appearance.

Dress to Impress

Dress in a professional manner, just as you would for an in-person hearing.

Make sure you have a secure network!