



ARIZONA SUPERIOR COURT PIMA COUNTY

Best Practices for Telephonic Participation

Below are various best practices to help ensure your telephonic hearing is as effective as possible. These are only suggestions. **Always follow the Court's directions.**

Let the Court know if you do not have a phone or access to the internet. The Court may be able to suggest other ways to participate.

Do not miss your hearing, and make sure you know the rules. If you cannot "attend" or need to clarify the rules, contact the Court right away.

- ✓ **IMPORTANT!** Even though you are on the phone, **this is a formal court proceeding.** Court rules and procedures are still in place. You should act as if you are present in the courtroom.
- ✓ **IMPORTANT!** Telephonic hearings take longer than in-person hearings. Be prepared to spend more time on the call than you would in person.
- ✓ **IMPORTANT!** Let the Court know right away if you need an interpreter.

If you are using exhibits or witnesses in your hearing:

- Confirm that the Court and all other parties have **written notice** that you want to use exhibits or call witnesses at your hearing.
- Make sure you have shared copies of your exhibits and the identity of your witnesses with the Court and all other parties well in advance of your hearing.
- Make sure that you know and follow all applicable legal rules.
- Right before your hearing, make sure your exhibits and witnesses are easily available and that you have everything you need close at hand.

Please review the following tips to help ensure your hearing proceeds as smoothly as possible:

- Be on time. Be ready and in place a few minutes before your scheduled hearing time.
- Use a landline instead of a cell phone if it is available.
- Do your best to find a private, quiet area for your hearing where your phone reception is strong.
 - Choose a location where others in the vicinity cannot hear you, or be heard, while you are on the phone.
- Do not allow others to assist you with your case presentation.
- Limit interruptions. Turn off the radio or television.
- If you are using a cell phone put it in silent mode, so notification sounds do not interrupt your hearing.
- Confirm that your phone is charged, and that the necessary charger is nearby in case you need it.
- During the hearing, do not use your speakerphone or a Bluetooth (wireless) connection - instead, talk directly into your phone.
- Do not put the Court on hold.
- Mute the microphone on your phone unless you are talking.
- Trust that everyone will have a chance to speak. Wait to talk until you are invited to by the judge.
- Do not interrupt the Court or others who are speaking.
- Say your name whenever you start to talk.
- Pay attention. Do not get distracted.