



## 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.