

How to Participate in Remote Court Hearings



Because of COVID-19 many courtrooms are closed, and some court hearings are being conducted **remotely**. A remote hearing is when some or all of the people participate by video or by phone instead of in person. The information below may help you prepare for a remote hearing.

How do I know if I have a remote hearing?



The court will notify you if your hearing is remote. They may contact you by U.S. mail, email, or phone. They will also notify the other parties in your case.

What if I don't have reliable internet or a phone?

Contact the clerk of circuit court as soon as possible.

What if I cannot join at the scheduled hearing time?

You must have a good reason why you cannot be present at the scheduled time. And you must tell the court before the hearing. Call the Clerk of Court at (920) 294-4055

Will the court tell me how to join the remote hearing?

Yes. The court will send you instructions on how to join your remote hearing by video or by phone.

By video: Connect to the link as listed on the instructions.

By phone: Call 312-626-6799 and follow the prompts.

The Meeting ID Number is:

For hearings with Judge Slate: 9202944044

For hearings with FCC Conti: 9202944142

There is no Meeting Password by video or phone.

How to Get Ready for Your Remote Hearing



Make sure you have a strong internet connection. If possible, test your connection ahead of time.



Either download the Zoom app or use your phone to access the Zoom.us webpage. Practice with the app or program so you feel comfortable.

General Tips



- Dress as you would to appear in court.
- Sit in a well-lit area with no bright lights or windows directly behind you.
- No smoking, eating, or driving during the hearing.



Audio Tips

- Mute yourself when not speaking to improve sound quality.
- Speak slowly and do not interrupt.
- If you or any of your witnesses need language assistance services, let the clerk of circuit court know as soon as possible.

What should I expect during the hearing?

- 1 When you first join, the court may take you from a "waiting room" to the "hearing room."
- 2 You will see a picture or name of each person in your hearing on your screen. If needed, change the name on your picture to identify yourself.
- 3 Be aware that your hearing may be live-streamed to the public.

! Important! You may be participating from home, but it is still a court hearing. Pay attention and follow all rules.