

GUIDANCE FOR VIRTUAL COURT APPEARANCES

Because of COVID-19, most Court appearances are now remote/virtual. That means that for most matters that are filed in Court and have a Judge assigned, clients will participate by video or phone. (Note: Starting May 25, 2021, it is anticipated that some hearings and trials will be in the Family or Supreme Court building.)

Read below to know how to prepare for your remote appearance.

HOW DO I KNOW I HAVE A REMOTE COURT APPEARANCE?

The Court will notify you if your conference or hearing is remote. Court staff may contact you by U.S. mail, e-mail or phone.

WHAT IF I DON'T HAVE INTERNET OR PHONE?

Contact our office as soon as possible at (516) 773-8300. The Court may postpone the hearing until everyone can participate safely or they may help you find a way to participate such as by access to a free phone or internet.

WHAT IF I CANNOT JOIN AT THE SCHEDULED HEARING TIME?

You must have a good reason as to why you cannot be present at the scheduled time and you must tell the Court as soon as possible and before the Court date. To request an adjournment to another date, please call our office (516) 773-8300.

WILL THE COURT TELL ME HOW TO JOIN THE REMOTE HEARING?

Yes. The Court will send you instructions by mail or e-mail, on how to join your remote appearance by video or phone.

PREPARING FOR YOUR COURT APPEARANCE

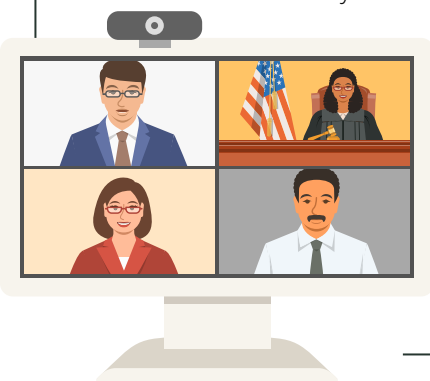
- If you have questions or concerns, email your attorney or our office at least two days before the court proceeding.
- Make sure you have good internet or phone connection.
- Download Microsoft Teams. Practice with the app so you feel comfortable.
- Know what time your hearing starts and how to log on or what number to call.
- Charge your computer or mobile device.
- Use earbuds or headphones, if you can. This frees up your hands and improves sound quality.
- Try to find a quiet place where no one will interrupt you.
- Have all of your papers ready.
- Dress appropriately. Make a good impression.
- Set the camera at your eye level. If using your phone, prop it up so that you can look at it without holding it.
- Look at the camera, not the screen when you speak.
- Sit in a well-lit room, if possible.

PREPARING FOR YOUR COURT APPEARANCE

- When you first join, the Clerk will take you from a "waiting room" to the "hearing room"
- The Clerk will make sure you can hear and talk and will go over all the rules.
- If you need an interpreter let the Clerk know as soon as possible.
- Your hearing is live and will be recorded. Everyone there can hear what you say.

PREPARING FOR YOUR COURT APPEARANCE

- Pause before speaking in case there is any audio/video lag.
- Be respectful to the Court staff and to the Judge.
- Do not interrupt the proceedings or speak unless you are asked to speak.
 - Mute yourself when not speaking to improve sound quality.
 - Talk slowly and clearly.
 - If you need speak to your attorney, ask the Court to give you a brief recess for this purpose.



If you have any questions about your case, do not hesitate to call our office at 516-773-8300 or email us. We are here for you and our goal is to get you the best outcome possible in your case.

If you have a balance due, please use our secure link on our website, www.lawjaw.com, to remit payment prior to your court appearance. Thank you.