

REMOTE HEARING/CONFERENCE

GUIDELINES AND RESOURCES

The Industrial Commission of Arizona Administrative Law Judge Division conducts hearings remotely utilizing Google Meet. This document is intended to provide general guidance regarding remote court proceedings.

A remote hearing or conference is an official court proceeding. Standards of professionalism, decorum, and attire apply just as they do for an in-person hearing.

Preparation and Software

- **Download and Test:** Before the hearing perform a test of Google Meet on the device you intend to use. Ensure the device has a working microphone and webcam.
- **Conduct Dry Runs:** Perform a test meeting to check your connection and familiarize yourself with Google Meet.
- **Device Readiness:** Ensure your device is fully charged before the hearing begins.
- **Backup Plan:** If using a laptop, keep a tablet or phone nearby as a backup option in case of technical failure.
- **Update Your Name:** Change your device identifier to your actual name so court staff can identify you.
- **Stable Connection:** Limit others in your household from using the Wi-Fi or other internet connection during the proceeding to prevent an unstable connection.

Environment and Setup

- **Location:** Use a quiet, private area where you will not be disturbed or overheard. The remote hearing is a court proceeding and a record is being made. Avoid backgrounds with unmade beds or areas where pets and family may wander through. No other individuals may be present in the area where you located during any proceeding; you cannot have assistance from others during any proceeding.

- **Lighting:** Position yourself facing a window or lamp so light is directly on your face. Avoid sitting with your back to a light source, which can obscure your features.
- **Camera Placement:** Place your device on a solid surface with the camera at eye level. If using a phone, turn it horizontally to avoid distorting your image.
- **Background:** Choose a neutral, professional wall or an appropriate virtual background.
- **Distractions:** Turn off televisions, radios, and loud appliances. Silence all phones to prevent ringing during the session.

Attire and Decorum

- **Standard of Conduct:** Treat the remote hearing with the same respect as an in-person courtroom; the judge maintains the same authority in both environments.
- **Dress Code:** Wear appropriate professional attire as if you were appearing in person.
- **Punctuality:** Log in early to resolve technical issues.
- **Professional Behavior:** Avoid eating, drinking from casual mugs, or scrolling through your phone during the hearing. Do not participate while operating a motor vehicle.

Conduct During the Hearing

- **Muting:** Keep your microphone muted when not speaking to reduce background noise and feedback.
- **Speaking:** Look directly at the webcam when talking, not the screen. Speak one at a time and pause before speaking to account for audio/video lag.

- **Waiting Rooms:** Be prepared to wait in an electronic waiting room until the court admits you to the hearing.
- **Disconnection:** If you are disconnected, reconnect immediately using the same meeting information.

Privacy and Recording

- **Official Record:** The proceedings are recorded and made part of the official court record just as in a physical courtroom.
- **Private Conversations:** Be careful with small talk during a recess, as any audio captured may end up as part of the official record.
- **Prohibition on Recording:** No one other than the court is authorized to record or disseminate the proceedings. Unauthorized recording is strictly prohibited and may result in sanctions or contempt.

Additional Resources

Google Meet

Google offers Google Meet training and help resources [here](#).