

Checklist: Preparing Your Witness for a Remote Hearing

No.	Item	Check
Before giving evidence, explain and advise the witness of the following:		
1.	Business attire is appropriate as if they were attending court in person. Although the hearing is remote, the proceeding may be public and recorded.	
2.	They will swear or affirm before giving evidence.	
3.	The process for exclusion of the witness from the remote hearing to deal with an objection.	
4.	The witness must be on their own while giving evidence. Close the door to the room and notify others in the household of the need for privacy and quiet.	
5.	They may have water and a box of tissues and no other food or drink while on camera or while giving evidence.	
6.	They should not have access to documents, notes, or messages that they are not entitled to have during their testimony and while under oath.	
7.	They must become comfortable with the meeting platform - including entering and leaving, toggling audio and video, how to pin the speaker, how to change views, breakout rooms, where the witness should look when being asked questions, and where the witness should look when giving evidence (into the camera to establish eye contact).	
8.	What to do if the witness cannot see or hear counsel or the judge.	
9.	Contact information, including the phone number, access codes, and passcodes to enter the hearing should they need to call back in. Be prepared for internet connections to fail. Have a back-up plan.	
10.	To close programs not needed during the hearing, mute messaging, and phone notifications. Turn off home devices such as Google Home, Alexa, Echo, and Siri.	
11.	How to find documents and pages within documents using tools such as CaseLines and Adobe Acrobat. Provide instructions and familiarize the witness with navigating the platform from their computer - test CaseLines or other platform logins before the hearing.	
12.	Prepare equipment such as a computer, screens, microphone, headset, camera, phone, battery chargers, and power adapters. Confirm they function correctly. Make sure wireless devices are charged and have charging cables nearby.	
13.	Test internet speed: https://www.speedtest.net/ TIP: use hard-wired internet connection if possible or sit as close as possible to the internet modem/router if using Wi-Fi. TIP: request sole access of internet bandwidth or limit use of bandwidth by others. TIP: use a phone for the audio and computer for video streaming if internet is slow. TIP: do not use public Wi-Fi because connection speeds are slow, and security is unknown.	
Explain and advise the witness that on the day of the hearing, they should:		
14.	Arrive 15-30 minutes early and test that audio and video connections are clear. Test internet speed.	
15.	Ensure devices are plugged into power outlets and wireless devices are fully charged.	
16.	Close all programs not needed during the hearing and mute messaging and phone notifications.	
17.	Change their display name on screen and follow agreed naming protocol.	
18.	Check CaseLines login or access to any folders with documents needed for the hearing.	
19.	Review the back-up plan should connections fail.	