

## Remote Hearing Checklist

### Tips for effective remote hearings

Plan to log in early to make sure you do not have connection issues. Remember that turning on your computer, opening a web page, and starting a video conference may take longer than you expect. Make a list of what you want to tell or ask the hearing officer, and keep your paperwork organized.

Use the following checklist to make sure you are prepared for your hearing.

#### Check your equipment:

- ✓ Make sure your internet is fast enough to support audio and video.
- ✓ Make sure your internet is working.
- ✓ Make sure you have a working camera and microphone.
- ✓ Find a quiet space. Use headphones if you have them.
- ✓ Leading up to the hearing make sure your device is fully charged or plugged in.

#### Test the software and practice using it:

- ✓ Either download the software or try it in your web browser.
- ✓ Watch a short video on how to use the software at [support.zoom.us](https://support.zoom.us)

#### Let the ECB know if you have evidence or witnesses:

- ✓ Let the ECB know if you have witnesses so that the hearing officer can be notified.
- ✓ Your witness can be invited to participate by the ECB with a link of their own to the hearing.
- ✓ Send any evidence you wish to submit to [ecbhearings@baltimorecity.gov](mailto:ecbhearings@baltimorecity.gov) at least 5 days before the scheduled hearing date.
- ✓ The evidence that is submitted will be provided to the hearing officer.

#### Request an interpreter or an accommodation ahead of time

- ✓ Let the ECB know right away if you will need an interpreter or accommodation by calling 410-396-6909 or [ecbhearings@baltimorecity.gov](mailto:ecbhearings@baltimorecity.gov).

#### Log in early:

- ✓ Have the meeting ID or link and passcode ready and log in early to make sure you are able to connect. Wait in the waiting room until the hearing officer starts the hearing.

#### Monitor your equipment during the hearing:

- ✓ Let the hearing officer know if you cannot hear or see others in the hearing or if you are having trouble with the software.

#### Call the tech line if you cannot connect or communicate with the hearing officer:

- ✓ 443-630-9419