



Alaska Court System Zoom Hearings



The court is holding many hearings by Zoom, with people joining by video or phone. Read the tips below to prepare for your Zoom hearing.

How do I know if I have a remote hearing?



The court will notify you and the other side by mail, email, or phone if your hearing is by Zoom.

How will I get the Zoom log in information?

The court will send you the Zoom log in information before the hearing, usually by email.

What if it's time for my hearing and I can't log in?

Contact the court as soon as possible to ask for help.

Find your court contact information at:

<https://courts.alaska.gov/courtdir/>

What if I don't have internet or a video camera ?

You can join the hearing by calling from a phone. The Zoom log in information will have a phone number, meeting ID, and passcode you can use when you call.

Make sure you are ready to Zoom!



Make sure you have good Internet connection. If you do not have enough bandwidth, you can call into the hearing using the phone number sent with the Zoom log in information.



To use Zoom on a phone, download the Zoom app. From a computer browser like Chrome, you can join by downloading Zoom or clicking "join from browser." You can practice logging in before the hearing – you will see a message that the hearing has not started.



Charge your computer, phone, or tablet. If you are calling in, make sure your phone has enough minutes. If you are joining through the Zoom app without Wi-Fi, it will use data.



What should I expect during a video remote hearing?


1

Log in early to work out any tech problems. Court staff may move you from the "waiting room" to the Zoom hearing and back to test that everything is working.

2

When it is time to start, you will be let into the hearing from the "waiting room." Generally, only the people in your case will be in your hearing. Court staff will make sure you can hear and be heard, and go over all the rules.

3

Use "Gallery View" so you can see everyone in the hearing. On a phone, swipe to see different views. On a computer, select: 

4

Your hearing is live and the audio will be recorded. Some hearings may be open to the public on YouTube while the hearing is happening.

5

Usually the judge does not decide the case the day of the hearing, but sends a written order later. Sometimes judges will decide that day.



Prepare! Before the hearing:

- Know what time your hearing starts and how to join the hearing.
- Have all your papers ready, including a list of things you want to tell the judge.
- E-mail the court and the other side any evidence, like documents or photos, that you want to use at the hearing.
- Put each witness's email on your witness list and be sure they have the Zoom log in information.

Sound good when you are speaking!

- Use earbuds or headphones with a built-in microphone if you can. This improves sound quality.
- Pause before speaking in case there is any audio/video lag.
- Mute yourself when not speaking to improve sound quality.
- Say your name each time you speak.
- Talk slowly and do not interrupt.

Look good for your video remote hearing!

- Set the camera at your eye level. If using your phone as a camera, prop it up so you can look at it without holding it.
- Look at the camera, not the screen, when you speak.
- Wear nice clothes as if you were going to court.
- Sit in a well-lit room with no bright light directly behind you.

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

Representing Yourself? Get more information at:
<https://courts.alaska.gov/trialcourts/zoom-faq.htm>