



Preparing for Your Remote Hearing

Kev Npaj Rau Koj Lub Rooj Sib Hais Nyob Nrug Deb

As you prepare for your hearing, these helpful tips will keep the focus on the facts of your case and not on distracting behavior or surroundings. They are part of the court's decorum expectations and will help you participate in a way that respects the judge, other court participants, and the seriousness of your own case.

Thaum koj npaj rau koj lub rooj sib hais, cov tswv yim zoo no yuav pab tsi xyuas txog cov muaj tseeb txog koj rooj plaub thiab tsi xyuas txog tus yam ntxwv kev zes los sis tej yam nyob ib puag ncig. Lawv yog ib feem ntawm lub tsev hais plaub cov kev xav tau thiab yuav pab koj koom yam muaj kev hwm tus kws phua txim, lwm cov neeg koom tsev hais plaub thiab txoj kev saib koj rooj plaub yam muaj nqis.

Helpful Tips

Cov Tswv Yim Pab Tau Zoo

Be Prepared

Npaj Kom Txhij

- Get to know your case.
Kawm kom paub koj rooj plaub.
- During your hearing, have copies nearby of anything you or anyone else filed in your case.
Thaum koj lub rooj sib hais, muaj ncov ntaub uas koj los sis lwm tus neeg zwm rau hauv koj rooj plaub nyob ze.
- Reach out to your [local courthouse](https://mncourts.gov/Find-Courts) (mncourts.gov/Find-Courts) if you have any questions or need special arrangements (such as an interpreter or ADA accommodations).
Mus cuag koj lub [tsev hais plaub hauv zos](https://mncourts.gov/Find-Courts) (mncourts.gov/Find-Courts) yog tias koj muaj tej lus nug los sis yuav tau muaj cov kev npaj tshwj xeeb (xws li ib tug neeg txhais lus los sis ADA cov kev pab txhawb).
- Test the device you will use for your remote hearing. You will need to know:
Sim lub tshuab uas koj siv rau lub rooj sib hais nyob sib nrug kom yeej ua hauj lwm. Koj yuav tau paub:
 - Where to join so you'll have a good internet connection
Yuav mus koom qhov twg kom koj thiaj li muaj xaim iv taws nej txuas muaj zog
 - How to turn off and on your video
Kev tua thiab qhib koj lub koob viv dis aus
 - How to mute and unmute your audio
Kev kaw thiab qhib koj lub paj taub hais lus
 - How to rename yourself in Zoom to show your name
Kev hloov npe rau hauv Zoom kom tshwm koj lub npe



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- How to apply a virtual background if the judicial officer asks you to
Kev siv sab phab ntsa nraum koj nrob qaum kom yog tshuab ua tshwm yog tias tus kws ceev kev hais plaub ntug hais kom koj siv



You can find instructions and join a test Zoom hearing on the [Remote Hearing Information](#) Help Topic on the court's website (mncourts.gov/Remote-Hearings) by clicking **Join a Court Hearing Using Zoom**.

Koj yuav nrhiav tau cov lus qhia thiab sim koom rooj sib hais hauv Zoom tau ntawm [Remote Hearing Information](#) Help Topic (Ncauj Lus Pab Qhia Txog Kev Sib Hais Nyob Nrug Deb) hauv lub tsev hais plaub qhov vas sab (mncourts.gov/Remote-Hearings) uas yog kev nias rau **Join a Court Hearing Using Zoom (Siv Zoom Koom Tsev Hais Plaub Rooj Sib Hais)**.

Minimize Distractions

Txo Tsawg Cov Kev Zes

- Turn off anything creating background noise, such as TVs, music, and phone notifications.
Tua cov suab nrov tom tej, xws li cov TV, cov suab paj nruag thiab cov suab faj seeb nrov hauv xov tooj.
- Use a headset or earbuds with a microphone to make sure you can hear the court, the court can hear you, and the court reporter is able to capture what is said accurately.
Siv lub khwb pob ntseg los sis cov ntsaws qhov ntsej mloog nrog lub paj taub kom koj yeej hnov lub tsev hais plaub zoo, lub tsev hais plaub hnov koj zoo thiab tus neeg teev kev sib hais plaub yeej hnov cov lus sib hais meej.
- Make arrangements to limit interruptions by children or pets.
Npaj kom muaj cov kev cuam tshuam tsawg los ntawm cov me nyuam thiab cov tsiaj.
- Stay in one place when your camera is on so everyone can see you.
Nyob twj ywm rau ib qho chaw thaum twg koj lub koob yees duab qhib lawm kom txhua tus pom koj tseeb.
- Connect from a private room where you can shut the door.
Nyob rau hauv ib chav ntsiag to uas koj kaw tau lub qhov rooj.
- If you do not have a safe or distraction-free area to use for your hearing, check with friends, family, or a [Legal Kiosk](#) (legalkiosk.org) for quiet spaces
Yog tias koj tsis muaj ib qho chaw kom txhob muaj kev zes rau koj lub rooj sib hais, nug tej phooj ywg, tsev neeg los sis [Legal Kiosk](#) (legalkiosk.org) txog cov chaw ntsiag to



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Present Your Best Self

Tshwm Koj Tus Kheej Zoo Tshaj Plaws

- Dress in a way that respects the formal setting of court. Here are some ways to do this:
Hnav khaub ncaws zoo kom hwm lub tsev hais plaub. Ntawm no yog qee cov kev ua tau li no:
 - Dress neatly.
Hnav khaub ncaws du dais.
 - Do not wear head coverings during your hearing unless it's part of your religious practice.
Tsis txhob ntoo kaus mom thaum nyob hauv koj lub rooj sib hais tshwj tsis yog nws yeej yog ib feem ntawm koj txoj kev coj dab qhuas.
- Follow all instructions from the judicial officer and court staff.
Ua raws cov lus qhia ntawm tus kws ceev kev hais plaub ntug thiab neeg ua hauj lwm hauv tsev hais plaub.
- Give the hearing your full attention.
Tig pob ntseg mloog lub rooj sib hais.
- Do not eat, chew gum, smoke or vape, drink alcohol, or sleep.
Tsis txhob noj, zom xis nkoos, haus luam yeeb los sis haus pa yeeb, haus cawv los sis tsaug zog.

Speak Respectfully

Hais Lus Saib Taus Neeg

- Address the judicial officer as "Your Honor."
Hu tus kws ceev kev hais plaub ntug uas "Tus Muaj Meej Mom."
- Address other participants formally (Ms, Mr, Mx).
Hu lwm cov neeg koom yam hwm (Ms, Mr, Mx).
- Avoid using profanity or derogatory words.
Xyeej txoj kev siv cov lus dev los sis lus phem.
- Let others speak without interruption.
Cia lwm tus neeg hais lus, tsis txhob tshum lus.
- If you must interrupt, address the judicial officer directly and follow their instructions.
Yog tias koj yeej yuav tau tshum lus, hais ncaj qha rau tus kws ceev kev hais plaub ntug thiab coj raws lawv cov lus qhia.
- Be mindful of the challenges technology presents, such as:
Ras paub txog cov kev cov nyom ntawm cov tshuab hluav taws xob, xws li:



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- Pause before speaking to allow for video and audio lags.
Nres ua ntej hais lus kom lub tshuab xaim duab viv dis aus thiab xaim suab caum cuag.
- Say your name before each time you speak.
Hais koj lub npe ua ntej yuav hais lus ib zaug twg.
- Speak slowly and clearly so the court reporter can capture an accurate court record.
Hais lus maj mam thiab meej heev kom tus neeg teev kev sib hais plaub hnov tseeb cov lus sib hais plaub ntug.
- Virtually raise your hand if you need to get the judge's attention but avoid using other reactions/emojis.
Tsa tes hauv lub tshuab hluav taws xob kom tus kws phua txim pom koj tiam sis xyeej txhob siv lwm cov yam ntxwv/duab hluav taws xob.

What happens if someone does not follow court decorum?

Yuav muaj dab tsi tshwm sim yog tias ib tug neeg twg tsis ua raws li lub tsev hais plaub txoj cai?

If anyone is being intentionally noisy, distracting, or disrespectful during a hearing, the court may mute them or move them to a virtual waiting room. If the behavior continues, the judge is likely to reschedule the hearing. Especially bad behavior may even result in fines or jail time from a finding of Contempt of Court.

Yog tias muaj leej twg txhob txwm ua nrov, zes, los sis ua saib tsis taus thaum muaj lub rooj sib hais, lub tsev hais plaub yuav muab lawv cov suab kaw los sis txav lawv mus rau chav tos hauv tshuab hluav taws xob. Yog muaj qhov yam ntxwv ntxiv mus, tus kws phua txim yuav rov teem dua lwm lub sij hawm rau lub rooj sib hais. Tshwj xeeb yog tus yam ntxwv phem uas yuav raug nplua los sis rau txim taus los ntawm kev Contempt of Court (Kev Saib Tsis Taus Tsev Hais Plaub).

Reach out to your local court administration to discuss any concerns you have. You can find contact information on the court's website under [Find Courts](https://mncourts.gov/Find-Courts) (mncourts.gov/Find-Courts). You may also ask the judge at the time of your hearing. Court staff and the judge understand that some circumstances are out of your control and not a sign of disrespect.

Mus cuag lub chaw khiav hauj lwm tsev hais plaub hauv koj zos txog tej kev txhawj xeeb uas koj muaj. Koj yuav nrhiav tau kev sib cuag tau hauv lub tsev hais plaub qhov vas sab nram qab [Find Courts \(Nrhiav Cov Tsev Hais Plaub\)](https://mncourts.gov/Find-Courts) (mncourts.gov/Find-Courts). Koj yeej puav leej nug tau tus kws phau txim hauv koj lub rooj sib hais. Neeg ua hauj lwm hauv tsev hais plaub thiab tus kws phua txim yeej nkag siab tias qee zaum yeej muaj tej xwm txheej uas koj tswj tsis tau thiab tsis yog tej yam kev saib tsis taus.