

## Preparing for Your Remote Hearing

# တၢ်ကတံာ်ကတီၤသးလၢနတၢ်စံာ်ညီၣ်ဒိကန့ၣ်ဒိဖျိလီၤယံၤခီတူၤ

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.

ဖဲန့ၣ်အိၣ်ကတံာ်ကတီၤသးလၢနတၢ်စံာ်ညီၣ်ဒိကန့ၣ်ဒိအဂီၢ်အခါ တၢ်ဟ့ၣ်ကူၣ်အကဲဘျူးတဖၣ်အံၤ ကဒုးသးစၢၢ်ဆၢန့ၣ်လၢ နတၢ်မူးတၢ်ရၢအတၢ်ဂ့ၢ်တၢ်ကျိၤလီၤတၢ်လီၤဆဲးဒီးတမၤတၢ်တၢ်သကံာ်ပဝး မ့တမ့ၢ် တၢ်ခိၣ်တၢ်ယၢၤတဖၣ်ဘၣ်လီၤ အဝဲသ့ၣ်မ့ၢ်ဝဲဒၣ် ကွီၢ်ဘျီၣ်အတၢ်ဟံပနီၣ်ဂံၢ်ခိၣ်သ့ၣ်တမံၤ ဒီးကမၤစၢၤလၢတၢ်ပၣ်ဃုာ်မၤသကိးတၢ်လၢကျဲလၢ အဟံကဲဘၣ်စံာ်ညီၣ်ကွီၢ်, ပှၤန့ၣ်လီၤပၣ်ဃုာ်မၤသကိးကွီၢ်ဘျီၣ်အဂ့ၢ်ဂၤတဖၣ်, ဒီးနတၢ်မူးတၢ်ရၢအတၢ်ခိၣ်တၢ်မုၢ်န့ၣ်လီၤ

### Helpful Tips

တၢ်ဟ့ၣ်ကူၣ်ဟ့ၣ်ဖးအကဲဘျူး

### Be Prepared

အိၣ်ကတံာ်ကတီၤသး

- Get to know your case.  
သ့ၣ်ညါနတၢ်မူးတၢ်ရၢတက့ၢ်
- During your hearing, have copies nearby of anything you or anyone else filed in your case.  
ဖဲလၢနတၢ်စံာ်ညီၣ်ဒိကန့ၣ်ဆၢကတီၢ်, ဟံဃာ်တၢ်တမံၤလၢလၢနၤ မ့တမ့ၢ် ပှၤတဂၤဂၤ တီၣ်ထီၣ်အီၤလၢ နတၢ်မူးတၢ်ရၢအပူၤ အလံာ်ကွဲးဒိတဖၣ် လၢနကပၤတက့ၢ်
- 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).  
ဆဲးကျဲတၢ်ဆူန့ၣ်လီၤတဝီၤကွီၢ်ဘျီၣ် (mncourts.gov/Find-Courts) ဖဲမ့ၢ်အိၣ်ဒီးတၢ်သံကွၢ်တဖၣ် မ့တမ့ၢ် လိၣ်ဘၣ် တၢ်ရဲၣ်လီၤကျဲၤလီၤအဂ့ၢ်လီၤဆီ (ဒ်အမ့ၢ် ပှၤကတီၢ်ကျိၣ်ထံတၢ် မ့တမ့ၢ် ADA တၢ်ဟ့ၣ်ကူၣ်ဟ့ၣ်ဖး) တက့ၢ်
- Test the device you will use for your remote hearing. You will need to know:  
မၤကွၢ်တၢ်ပီးတၢ်လီၤလၢနကစူးကါအီၤလၢတၢ်စံာ်ညီၣ်ဒိကန့ၣ်ဒိဖျိလီၤယံၤခီတူၤအဂီၢ်တက့ၢ် တၢ်လၢနကဘၣ်သ့ၣ်ညါ-
  - Where to join so you’ll have a good internet connection  
နကဘၣ်န့ၣ်လီၤအိၣ်တၢ်လီၤဖဲလဲၣ်ဒ်သိးနအ့ၣ်တၢ်နဲးအကျိၤကဘျူးစဲးသးဂ့ၢ်ဂ့ၢ်အဂီၢ်

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- How to turn off and on your video  
ကဘၣ်ပံးကွံာ်ဒီးအိးထီၣ်နဘၣ်ဒိအိၣ်ဒိလဲၣ်
- How to mute and unmute your audio  
ကဘၣ်ပံးဒီးအိးထီၣ်နကလုၢ်ဒါဒိလဲၣ်
- How to rename yourself in Zoom to show your name  
နကဘၣ်ကွဲးဆီတလဲ နမံၤလၢ Zoom အပူၤဒိလဲၣ်အဂ့ၢ်
- How to apply a virtual background if the judicial officer asks you to  
ဖဲလၢကွီၢ်ဘျီၣ်အပူၤဘၣ်မူဘၣ်ဒါ မၤနဆီတလဲအခါ, ကဘၣ်နလီၤခံတၢ်ဂီၤဒိလဲၣ်အဂ့ၢ်



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](https://mncourts.gov/Remote-Hearings)) by clicking **Join a Court Hearing Using Zoom**.

နထံၣ်ဘၣ်တၢ်န့ၣ်လီၤဒီးန့ၣ်လီၤမၤကွၢ်ဘၣ် Zoom တၢ်စံာ်ညီၣ်ဒိကန့ၣ်လၢ [လီၤယံၤဒီတုၤတၢ်စံာ်ညီၣ်ဒိကန့ၣ်အတၢ်ဂ့ၢ်တၢ်ကျိၤ](#) တၢ်ဂ့ၢ်ဒိၣ်တီၤမၤစၢၤတၢ် လၢကွီၢ်ဘျီၣ်ပုၤယဲၤသန့ ([mncourts.gov/Remote-Hearings](https://mncourts.gov/Remote-Hearings)) ဒိဖျိတၢ်စံာ်လီၤဖဲ **Join a Court Hearing Using Zoom (န့ၣ်လီၤ ကွီၢ်ဘျီၣ်တၢ်စံာ်ညီၣ်ဒိကန့ၣ်ဒိဖျိတၢ်စူးကါ Zoom)** န့ၣ်လီၤ.

### Minimize Distractions

#### မၤစ့ၤလီၤတၢ်မၤတံာ်တံာ်

- Turn off anything creating background noise, such as TVs, music, and phone notifications.  
ပံးကွံာ်တၢ်တမံၤလၢလၢ အဒူးအိၣ်ထီၣ်တၢ်သီၣ်တၢ်သဲလၢတၢ်လီၤခံ ဒိအမ့ၢ် TV, တၢ်ဒုတၢ်အူ ဒီးလီၤတဲစိ တၢ်သီၣ်တၢ်သဲ တက့ၢ်.
- 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.  
စူးကါကလုၢ်ဒါဖျီၣ်န့ၣ် မ့တမ့ၢ် န့ၣ်သဒါ လၢအိၣ်ဒီးမဲးခြံးဖိ ဒိသိးကမၤလီၤတၢ်လၢ နန့ၣ်ဟူဘၣ်ကွီၢ်ဘျီၣ် ကွီၢ်ဘျီၣ်န့ၣ်ဟူဘၣ်န့ၣ် ဒီးကွီၢ်ဘျီၣ်ပုၤကတီၤတၢ် န့ၣ်ပၢၢ်တၢ်ကတီၤတဖၣ်ဘၣ်လီၤတၢ်လီၤဆဲး တက့ၢ်.
- Make arrangements to limit interruptions by children or pets.  
ရဲၣ်ကျဲၤဟံၣ်လီၤတၢ်လၢကမၤစ့ၤလီၤတၢ်မၤတံာ်တံာ်ဒိဖျိဖိဒိသံၣ် မ့တမ့ၢ် ဆၣ်ဖိကီၢ်ဖိတဖၣ် တက့ၢ်.

The Minnesota State Court Administrator’s Office wrote and published this document.  
လၢာ်တီၢ်မိအံၤဘၣ်တၢ်ကွဲးအိၣ်ဒီးထုးထီၣ်ရၢလီၤအီၤလၢ Minnesota State Court Administrator’s Office

(မံၣ်န့ၣ်စိထံၣ်ကီၢ်စံာ်ကွီၢ်ဘျီၣ်တၢ်ပၢၢ်ဆၢရဲၣ်ကျဲၤဝဲၤဒါး) န့ၣ်လီၤ.

12/21/2022

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- Stay in one place when your camera is on so everyone can see you.  
အိၣ်လၢတၢ်လီၤတတီၤအပူၤဖဲန့ၣ်မရၢအိၣ်ဒီးဒိသိးမ့ၢ်ပုၤကိးဂၤဒဲးကထံၣ်ဘၣ်နၢ်တက့ၢ်
- Connect from a private room where you can shut the door.  
ဆဲးဘျးစဲထီၣ်သးလၢဒီးအဘၣ်ဘၢတဖျၢၣ်အပူၤဖဲလၢနပံးကွံာ်ပဲတြီၤသ့န့ၣ်တက့ၢ်
- If you do not have a safe or distraction-free area to use for your hearing, check with friends, family, or a [Legal Kiosk](https://legalkiosk.org) (legalkiosk.org) for quiet spaces  
နမ့ၢ်တအိၣ်ဒီးတၢ်လီၤအဘျီၣ်ဘျီၣ် မ့တမ့ၢ် တၢ်လီၤလၢပူၤဖျဲးဒီးတၢ်မၤတၢ်တၢ်လၢကစူးကၢပီးလီၤလၢနတၢ်စံၣ်ညီၣ် ဒိကနၢ်အဂီၢ်ဘၣ်န့ၣ် သံကွံာ်ဘၣ်တံၤသကိး ဟံၣ်ဖိဃီဖိ မ့တမ့ၢ် [Legal Kiosk](https://legalkiosk.org) (legalkiosk.org) လၢတၢ်ဘျီၣ်တၢ် ဘျီၣ်အလီၤတတီၤအဂီၢ်တက့ၢ်

### Present Your Best Self

#### ဟံၣ်ဖျါထီၣ်နသးလၢဖျါအဂ့ၢ်ကတၢ်

- Dress in a way that respects the formal setting of court. Here are some ways to do this:  
ကူသိးတၢ်လၢဖျါလီၤဟံၣ်ပတီၢ်မုၢ်ကွီၢ်ဘျီၣ်တၢ်လီၤတၢ်ကျဲတက့ၢ် အအံၤမုၢ်ကျဲလၢကမၤအိၣ်အဂီၢ်တနီၤ-
  - Dress neatly.  
ကူသိးကံၢ်စူးဆဲးလၢတက့ၢ်
  - Do not wear head coverings during your hearing unless it's part of your religious practice.  
မ့တမ့ၢ်လၢ နတၢ်ဘျီၣ်တၢ်ဘၢအကျိၤအကျဲဘၣ်န့ၣ်, တဘၣ်ကျၢၢ်ဘၢနခိၣ်ဖဲ တၢ်စံၣ်ညီၣ်ဒိကနၢ်တၢ်အခါတဂ့ၤ
- Follow all instructions from the judicial officer and court staff.  
လူၤဟံၣ်မၤထွဲတၢ်န့ၣ်လီၤခဲလၢဟဲဒိဖျိလၢစံၣ်ညီၣ်ကွီၢ်ဒီးကွီၢ်ဘျီၣ်ပုၤဘၣ်မူဘၣ်ဒါတက့ၢ်
- Give the hearing your full attention.  
ဟံၣ်သ့ၣ်ဟံၣ်သးဒိကနၢ်တၢ်စံၣ်ညီၣ်ဒိကနၢ်အလၢပဲၤတက့ၢ်
- Do not eat, chew gum, smoke or vape, drink alcohol, or sleep.  
အိၣ်တၢ်တဂ့ၤ, ကမၤအိၣ်ပံးကွၢ်တဂ့ၤ, အိၣ်မိၢ် မ့တမ့ၢ် ဆူးလီမိၢ်တဂ့ၤ, အိၣ်သံးတဂ့ၤ, မ့တမ့ၢ် မံတဂ့ၤ

### Speak Respectfully



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ကတီၢ်တၢ်လၢတၢ်သ့ဟ်ကဲတၢ်အပူၤတက့ၢ်

- Address the judicial officer as "Your Honor."  
ကိးဘၣ်စံၣ်ညီၣ်ကိၣ်လၢ "Your Honor (တၢ်ဒိၣ်စံၣ်ညီၣ်ကိၣ်)"
- Address other participants formally (Ms, Mr, Mx).  
ကိးဘၣ်ပုၤန့ၢ်လီၤပုၤသုၣ်သကိးတၢ်အဂၤတဖၣ်ဒ်အညီၣ်န့ၢ်အသိး (Ms, Mr, Mx).
- Avoid using profanity or derogatory words.  
ဟးဆွဲးတၢ်စူးကါတၢ်ကတီၢ်အရၢၢ်စၢၢ် မ့တမ့ၢ် တၢ်ကတီၢ်ဆဲးအဲးတၢ်တဖၣ်တက့ၢ်
- Let others speak without interruption.  
ပျဲပၤဂၤကတီၢ်တၢ်လၢတဘၣ်မၤတံၢ်တၢ်အီၤတဂ့ၤ
- If you must interrupt, address the judicial officer directly and follow their instructions.  
နမ့ၢ်ဘၣ်န့ၢ်လီၤတဲတၢ်လၢအဘၣ်စၢၤန့ၢ်, တဲဖျါထီၣ်ဆူစံၣ်ညီၣ်ကိၣ်လီၤလိၤဒီးမၤဟံၣ်ထွဲတၢ်န့ၢ်လီၤတက့ၢ်
- Be mindful of the challenges technology presents, such as:  
ဟ်သ့ၣ်ဟ်သးလၢအိၣ်ဒီး စဲးဖိကဟၣ်ပိညါအတၢ်ဖဲးတၢ်မၤဟံၣ်ထွဲဃုာ် ဒ်အမ့ၢ်-
  - Pause before speaking to allow for video and audio lags.  
စံးပတုၢ်လီၤတချးကစံးကတီၢ်တၢ်လၢကပျဲတၢ်ဒိၣ်အိၣ်ဒီးတၢ်ကလုာ်ဃာ်အမံၢ်တက့ၢ်
  - Say your name before each time you speak.  
တဲဖျါနမံၤတချးကတီၢ်တၢ်ကိးဘျီဒဲး
  - Speak slowly and clearly so the court reporter can capture an accurate court record.  
ကတီၢ်တၢ်ကယီၤကယီၤဒီးဆံ့ဆံ့ဖျါဖျါ ဒ်သိးကိၣ်ဘျီပုၤဖိတၢ်ကစီၣ်ကစီၣ်န့ၢ်ဘၣ်ဝဲလီၤတံၢ်လီၤဆဲးလၢ  
ကိၣ်ဘျီတၢ်မၤနီၣ်မၤယါအဂီၢ်တက့ၢ်
  - Virtually raise your hand if you need to get the judge's attention but avoid using other reactions/emojis.  
ယုာ်ထီၣ်နစူဒိဖျိလီၤယံၤခီတုၤ ဖဲနမ့ၢ်လိၣ်ဘၣ်လၢစံၣ်ညီၣ်ကိၣ်ကဒိကနၣ်ဘၣ်န့ၢ် ဘၣ်ဆၣ်ဟးဆွဲးတၢ်စူးကါ  
တၢ်ဟူးတၢ်ဂဲၤ/တၢ်မံၢ်သၣ်ဖိအဒိ အဂ့ၤဂၤတဖၣ်တက့ၢ်

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### What happens if someone does not follow court decorum?

ပုၤတၢ်ဂၤမ့ၢ်တမၤပိာ်ထွဲကွီၢ်ဘျီၣ်တၢ်န့ၢ်လီၤဘၣ်န့ၢ်တၢ်ကမၤအသးဒ်လဲၣ်.

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.

ပုၤတၢ်ဂၤမ့ၢ် မ့ၢ်မၤသီၣ်မၤသဲတၢ်, မၤတံာ်တံာ်တၢ် မ့တမ့ၢ် တၢ်ကဲတၢ် ဖဲလၢတၢ်စံာ်ညီၣ်ဒိကနၢ်အဆၢကတီၢ်,

ကွီၢ်ဘျီၣ်ကပံးကွံာ်ကလုာ်ဒါ မ့တမ့ၢ် ထုးကွံာ်အီၤဆူလီၤယံၤခီတုၤတၢ်အိၣ်ခိးအဒါးပူၤန့ၢ်လီၤ.

သကံာ်ပဝးအံၤမ့ၢ်ဆဲးကဲထီၣ်သးဒီးဝဲဒၣ်န့ၢ်, စံာ်ညီၣ်ကွီၢ်ကရဲၣ်ကျဲၤလီၤက့ၤတၢ်စံာ်ညီၣ်ဒိကနၢ်လၢအသိသ့န့ၢ်လီၤ.

လီၤဆီဒ်တၢ်သကံာ်ပဝးတဂ့ၤတဝါလၢအဒုးကဲထီၣ်တၢ်ဘၣ်အိၣ်လိး မ့တမ့ၢ် ဘၣ်လီၤထီၣ် ခိဖျိတၢ်ဘၣ်အိၣ်လိး

တၢ်လုၢ်သ့ၣ်ခါပတၢ်ကွီၢ်ဘျီၣ် အယိန့ၢ်လီၤ.

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.

ဆဲးကျဲၤတၢ်ဆူလီၤကဝီၤကွီၢ်ဘျီၣ်ပၤပြဲးသနၢ် လၢကတၢ်ပိာ်တဲကျဲၤတၢ်ဂ့ၢ်ကီၤလၢအိၣ်ဒီးန့ၢ်တမံၤလၢလၢတက့ၢ်.

နထံာ်ဘၣ်တၢ်ဆဲးကျဲၤဆဲးကျိးအတၢ်ဂ့ၢ်တၢ်ကျိၤလၢကွီၢ်ဘျီၣ်အပုၤယဲၤသန့ အိၣ်ဖဲ [ကွၢ်ယုၤကွီၢ်ဘျီၣ်](https://mncourts.gov/Find-Courts) (mncourts.gov/Find-

Courts). နသံကွၢ်ဘၣ်စံာ်ညီၣ်ကွီၢ်ဖဲနတၢ်စံာ်ညီၣ်ဒိကနၢ်အဆၢကတီၢ်သ့စ့ၢ်ကိးန့ၢ်လီၤ. ကွီၢ်ဘျီၣ်ပုၤဘၣ်မ့ၢ်ဘၣ်ဒါ ဒီး စံာ်ညီၣ်ကွီၢ်

နၢ်ပၢ်ဝဲဒၣ်လၢ တၢ်အိၣ်သးတနီၤနီၤမ့ၢ်တၢ်လၢနပၤဆုၤမၤဂၤကျဲၤအီၤတသ့ဘၣ် ဒီးတမ့ၢ်တၢ်တၢ်ကဲတၢ်အကွၢ်ပနီၣ်ဘၣ်န့ၢ်လီၤ.