

- Find an appropriate and quiet place to participate that ensures your privacy and to limit distractions during the proceeding.
- Place your device on a hard, flat surface and do not move it around. Use headphones to help reduce background noise. Keep your device plugged in so that you do not unexpectedly get disconnected.
- Make sure others using your Wi-Fi network minimize their use so that it does not disrupt your connection.
- Join the remote hearing at least ten minutes before the start time so you can fix any problems connecting to *Webex*. **If you are unable to get your device to work properly**, immediately call the Court at one of the phone numbers listed above.
- Join the hearing alone unless you are with your attorney.
- **If you have exhibits** or any other documents you wish to submit during the hearing, you will need to submit them electronically by emailing a copy to the following email address prior to the hearing: *TCFCwebex@co.trumbull.oh.us*. Doing so does not relieve you of your responsibility to also provide a copy to opposing counsel/parties as may be necessary to comply with the rules of discovery or a court order.

During your hearing:

- You may be placed in a virtual waiting room until your hearing or until everyone has arrived. Please note: the Court or another participant may be running late or having difficulty connecting. Be patient. Do not disconnect or leave the meeting.
- Keep your camera turned on for the entire hearing.
- Keep yourself muted until it is your turn to talk. Wait to speak until you are called on by the Judge or Magistrate and do not talk over others. There may be a few second delay with the audio.
- **Do not** talk, chat, or consult with anyone other than your attorney during the hearing.
- **Do not** record the hearing unless you have been given permission.
- If you need to take a break during the hearing, raise your hand and the judge or magistrate will call on you.
- **If you lose your connection during the hearing**, immediately try to reconnect. If you cannot, contact the Court at (330) 675-2317.