



Tips and Tricks

Preparing for a virtual hearing



Not sure how? Let us help!

1

Prepare your court documents for upload.

Use DP Document Manager to import, arrange, format, index, paginate and share the court documents, text and emails in the format required by your court.

2

Upload the court documents to the court e-filing portal.

Use DP Mail Extractor for Caselines to upload the documents to a CaseLines portal or share to the C-Filing portal of DP Document Manager.

3

Determine the virtual hearing protocol.

If your court has no virtual hearing protocol in place agree on aspects like the video conferencing software, recording, streaming and witness sequence and duration with your opponent.

4

Communicate.

Communicate the fact of the virtual hearing, the date and time thereof and the procedure to be followed with all the parties, your opponent, witnesses and interpreters. Remember to keep different time zones in mind.



5

Download and check video conferencing software

Make sure you know how to use the video conferencing software. Take a test run a day before the hearing to make sure all cameras and microphones are working properly, and everyone can hear clearly.



6

Maintain confidentiality protocols

Keep your personal notes and the personal data of the parties confidential at all times. Do not display confidential documents on a video stream that is viewed by the public. With a actual hearing the public cannot view the documents during the hearing.



7

Do everything that you would do in a actual hearing.

The major difference between a virtual hearing and a actual hearing is the physical absence of the people involved in it. Remember to follow all the processes as with a actual hearing. Everything is now simply video recorded and viewed virtually instead of actual.