

Zoom civil hearing tips (if the Court has authorized you to appear remotely)

Free Use of a Laptop

Call District Court to reserve date/time at least 2 business days prior to hearing. **Call (509)422-7170**. Do not call locations directly.

Omak: WorkSource Okanogan, 126 Main St South, Omak, WA

Tonasket: Tonasket City Hall, 209 South Whitcomb, Tonasket, WA

Oroville: Family Health Centers: Oroville Dental Clinic, 1321 Main St, Oroville, WA

Brewster: Brewster City Hall, 105 South 3rd St, Brewster, WA

Pateros: Pateros Community Resource Center, 169 Pateros Mall, Suite A, Pateros, WA

Coulee Dam: Coulee Dam Town Hall, 300 Lincoln Ave, Coulee Dam, WA

Twisp: Methow Valley Community Center, 201 Hwy 20 South, Twisp, WA

Winthrop: Winthrop Town Hall, 206 Riverside Ave, Winthrop, WA

Other Free Wifi or PC locations

Colville Tribes Libraries, **Nespelem** (634-2791), **Keller** (634-2802), **Inchelium** (722-7037)

Colville Tribes Tech Centers, **Nespelem, Omak, Keller, Inchelium**; (509) 634-2200

NCW Regional Libraries, **Oroville, Tonasket, Omak, Okanogan, Brewster, Pateros, Twisp, Winthrop, Grand Coulee, Republic, Bridgeport, Chelan, Manson, Waterville, Curlew, Coulee City, Entiat** & others; (800) 426-READ

Find Your Closest Free Wifi location: commerce.wa.gov/building-infrastructure/washington-state-drive-in-wifi-hotspots-location-finder/

Instructions

Provide your attorney and the Court your **telephone number** and **email** address ASAP.

Test before the hearing: Test your wifi internet well before the day of the hearing. Do a test run here: zoom.us/test

You are allowed to attend at the **courthouse** in Okanogan instead of using Zoom. Use of Zoom is free.

You will receive an email invitation on the day of your hearing that will provide instructions to join your Zoom hearing. The Court often has several hearings scheduled. When you join the Zoom meeting, you will start in a Waiting Room until the Court is ready for your particular hearing. Please be ready and available as the Court may start your hearing at any time. Failure to be ready and available may result in default and adverse consequences to your case.

Call the Court ASAP if you can't find high speed internet access or can't find a smartphone, tablet or laptop with camera. Failure to call the Court by 3pm at least 1 business day before your hearing if you have any problems appearing by Zoom may result in default and adverse consequences to your case. Help video: youtu.be/GVQ2v9sbte0

Hearing Decorum

- Dress appropriately for Court. Don't eat, smoke or drink liquor.
- Be in an appropriate location with high speed wifi internet. It should be quiet and private with good lighting. There should not be background noise and no other people or distractions around you. Make sure your device is fully charged or power is connected.
- Do not interrupt or communicate with the other party.

Evidence

- Email exhibits to the Court by 3pm at least 1 business day prior to hearing or it may not be considered by the Court. Call the Court to confirm evidence is in the proper format. Copies of exhibits should be served on the opposing party by appropriate methods.
- If you use screenshots of documents or exhibits, make sure they are readable.
- Forward the Zoom invitation email to any witnesses you want to testify at your hearing so they can appear remotely at a different location from you. They should not be at your same location.

Tips for Protection Order Cases

- **Location Privacy:** Be aware of what can be seen or heard in your video behind you if you are concerned the other party may be able to find your location.
- **Email:** Use a secure email address. Keep in mind the email you provide the Court becomes a part of the public record.
- **Phone Number Privacy:** If you need to call-in by phone, dial *67 (so your phone number doesn't show) and then dial the phone number provided in your Zoom invitation.
- **Post-it Note:** If you don't want to look at the opposing party, place a Post-it Note over their face on your screen.