



EDDY COUNTY STATE'S ATTORNEY

## Helpful Hints for Telephonic and Zoom Hearings

For **telephonic hearings**, you should

- **Be Early:** You must dial into the number provided by the court at least three to five minutes prior to your scheduled appearance.
- **Be Prepared:**
  - **Call from a quiet place, do not use your speakerphone, and please place your phone on mute until your case/ name is called.** *(If your line is not muted, the Court and all other Defendants can hear your conversations and background noise. Having several people with un-muted lines makes the Court record unclear and it takes longer to hold these hearings. Please be respectful.*
  - **Judge Hovey will call your name when it is time for your matter to be heard.**
- **Do not speak until you are called by name.**
- **Speak clearly, slowly, and enunciate your words.** *(The Court Reporter is trying to type as you speak; she must be able to understand you to make a clear record.)*

For **zoom hearings**, you should

- **Download the App:** Don't wait until the time of the hearing to download the Zoom app. If you don't have the ability to connect via video, you may call into Zoom using the information provided by the Clerk.
- **Be Early:** About five (5) minutes prior to your scheduled hearing time, open the Zoom app or go to [www.zoom.us](http://www.zoom.us) and click "Join Meeting." You will be prompted to enter the Meeting ID and Password provided to you by the Clerk of Court. You will be placed into a virtual waiting room until the Court connects you into the meeting.
- **Be Prepared:**
  - **Call from a quiet place and please place yourself on mute until your case/ name is called.** *(If your line is not muted, the Court and all other parties in the room can hear your conversations and background noise. Having several people with un-muted lines makes the Court record unclear and it takes longer to hold these hearings. Please be respectful.*
  - **Judge Hovey will call your name when it is time for your matter to be heard.**
- **Mute/ Unmute:** You will likely be on mute when you join the call. Be sure to know how to mute and unmute your line. If you are going to speak briefly, holding down the spacebar should unmute your call; when you let go of the space bar, you should be muted again.
- **Speak clearly, slowly, and enunciate your words.** *(The Court Reporter is trying to type as you speak; she must be able to understand you to make a clear record.)*

If you lost the call in/ log in information, contact the Clerk of Court at  
(701) 947-2813, Ext. 2013, to obtain the information again.