






**TRIBAL COURT PUBLIC GUIDE
APPEARING BY VIDEO OR PHONE**

NOTICE: This guide is for informational purposes only and the accuracy of the information is not guaranteed. This information is not legal advice and is not a substitute for legal advice. Court Clerks cannot provide legal advice. You are encouraged to consult with an attorney if you have legal questions.

1) How do I know if I have to appear by video or phone? Review the “Notice of Hearing” or court order setting a hearing to see if you can or must attend the hearing by video or phone.

The top left corner will tell you if you can appear by video or phone.

<input type="checkbox"/> This hearing will be online only . All parties must appear by video or telephone.		You can attend by video or phone ONLY .
<input type="checkbox"/> The parties must appear either in person or by video or telephone .		You have the option to attend by video or phone.
<input type="checkbox"/> All parties are required to appear in person .		No video or phone participation is allowed.

2) Where do I find the hearing information? The day, date, time, and location of your hearing will be on the Notice of Hearing or court order.

PLEASE TAKE NOTICE that a hearing has been scheduled in this matter on:			
Day:	<u>Monday</u>	Date:	<u>1/23/4567</u>
Time:	<u>1:11 p.m</u>	Location:	<u>Address (or it will indicate online only)</u>

3) What should I do before the hearing?

- Make sure you have a phone, tablet, or computer with internet access if you want to appear using the video link. Otherwise, make sure you have access to a phone so you can call in.
- Try to find a quiet place with minimal background noise and distractions. The hearing will take longer than necessary if the parties must repeat themselves or step away from the hearing frequently to tend to distractions.
- Have the documents for your case in front of you so you can refer to them if needed.
- If you plan on submitting any new documents to the court at your hearing, you should deliver a copy to the other parties so everyone will be prepared to discuss it at the hearing.

4) How do I appear by video? To participate in the hearing, you will need to open the **video link** in your web browser and enter the **meeting ID** and the **password** when prompted.

Video Link	Meeting ID	Password
https://examplelinkonly/123456789	123456789	Sample

You will be able to access the video link from a computer (laptop or desktop), a tablet (such as an iPad or Surfacebook), or a smart phone (such as an iPhone or Galaxy).

5) How do I attend the hearing if I don't have a device and/or an internet connection? The Notice of Hearing or court order will also provide call information for the hearing. The call information will be right below the video link:

If you do not have a device or access to the internet, call (123) 456-7890 (<i>example number only</i>). When prompted, enter the Meeting ID and Password above.

6) What information do I provide once I connect? After you connect to the hearing, the Court Clerk will confirm your name, case number, and party status.

7) What do I do during the hearing?

- BE ON TIME. The best practice is to call in about 3-5 minutes before your hearing start time to address any technical issues.
- Speak slowly and clearly for the court and the parties.
- Do not interrupt the court or other parties.
- The hearing will be recorded by the Court Clerk. Just like if you attended court in person, you are not allowed to take photos, screenshots, or recordings of the hearing.
- Have your calendar available in case another hearing or other deadlines are ordered by the court.
- Take notes. The court may ask questions or ask the parties to submit more information to the court.

8) What happens after the hearing? Any orders entered by the court will be delivered to you by mail and/or email. You may need to make arrangements to pay fines or costs as ordered. You may also need to follow up with the Court Clerk if you do not receive an order within two weeks.

For more information:

More information may be available on the Tribe's website at:
<https://www.hpultribe-nsn.gov/>

General information from the Court Clerk may also be available by sending an email to:
tribalcourt@hpultribe-nsn.gov.