

Attending Court by Video or Phone:

Questions and Tips for Court Users

How do I know if my court date is by video rather than at the courthouse?

The court will notify you if your hearing is remote. You will find this information on your hearing notice. You may also be contacted by text or email so check your messages regularly.

Can I appear for court by video or phone or in-person?

You can request to appear remotely by video, phone or in-person. Appearance by video is preferred for most hearings. Call the Clerk's office for information.

How do I attend a remote hearing?

Our hearings are held via Google Meet. Please download the application to your smartphone, tablet or computer. The court or your attorney will send you the Google Meet invitation which will have the web address to connect to your hearing as well as a phone number to connect to if you are unable to appear via video.

Will it cost me money to attend remotely?

There is no cost to attend remotely.

Can I reschedule my remote hearing?

You must contact the Clerk's office ahead of time if you cannot attend your scheduled remote hearing. If represented by counsel, contact your attorney.

What if I don't have a computer or phone?

If you do not have a computer, you can ask to appear by phone. If you do not have a phone, ask the Clerk what other options are available such as a computer at the courthouse.

Can I still get an interpreter or disability accommodation for a remote hearing?

The court complies with the Americans with Disabilities Act. Counsel or self-represented persons may notify the Clerk's office of the nature of the disability at least five (5) days before any hearing so appropriate accommodations may be made or interpreter scheduled.

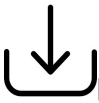
What should I expect during the hearing?

- You may be placed on hold or in a "breakout room" before the hearing starts.
- If you are appearing by video, set your screen name to appear as First Name Last Name.
- Your hearing may be at the same time as other scheduled hearings, please mute your device until your case is called or until introductions are requested.
- Your hearing is live, and everyone can hear what you say. All hearings are recorded and may be viewable by the public.

Getting Ready for Your Remote Hearing



Check your internet or phone connection.



Download the Google Meet app. Practice until you feel comfortable using it.



Charge your computer or mobile device. Make sure your phone has enough minutes.



Use earbuds or headphones if you can. This makes it easier to hear you speak.



Check with the court ahead of time if you have evidence to share (including documents, video or photos) or witnesses to call.



Use an empty, quiet place where no one else will interrupt you and with no background noise.



Set the camera at eye level. If using a phone, prop it up so your hands are free. Do not walk around or drive during the hearing.



Pause before speaking in case there is any audio/video lag. Mute yourself when not speaking to improve sound quality. Let the judge know immediately if you cannot hear what is being said.



Even if you are at home, remember that a remote hearing is still an official court hearing, and you should dress and behave appropriately.

If you have any questions, reach out to the Clerk's Office as soon as possible. If you wait until right before your hearing, it may be too late to get help.



San Miguel County and Mora County District Court Clerk's Office 505-425-7281

Guadalupe County District Court Clerk's Office 575-472-3888

San Miguel County Magistrate Court 505-425-5204

Mora County Magistrate Court 575-387-2937

Guadalupe County Magistrate Court 575-472-3237