

**ASHTABULA COUNTY COURT OF COMMON PLEAS
PROBATE DIVISION
ALBERT S. CAMPLESE, JUDGE**

Richard L. Dana
Magistrate



Tips for Video Conference Hearings

The Ashtabula County Court of Common Pleas Probate Division asks that you follow these guidelines for making video conference hearings run as smoothly as possible:

- Be on time your hearing – join the hearing room no earlier than 5 minutes prior to the start of your hearing.
- Test out your internet connection and the video conference software before your scheduled hearing time to make sure your device is fully compatible and you have a basic understanding of the tools being used.
- Be aware of your space and surroundings – if possible, attend the hearing from a quiet, well-lit room.
- Headphones or a microphone headset may be helpful to minimize background noise.
- Consider muting your end of the call when you are not speaking to further help reduce noise.
- Don't sit too close or too far from your camera.
- Speak clearly, but don't shout.
- Be aware that occasional audio lag may occur – it can be helpful to pause for a few moments before speaking to make sure no one is being interrupted.
- Be sure to exit the browser or use the "leave" button when the hearing is over to properly disconnect from the hearing.

Testing Space:

Probate: <https://acjvppcourt.whereby.com/probate-conferenceroom>