

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

Andrew J. Misiak  
*Court Administrator*



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>