

Getting ready for important phone calls and virtual court appearances

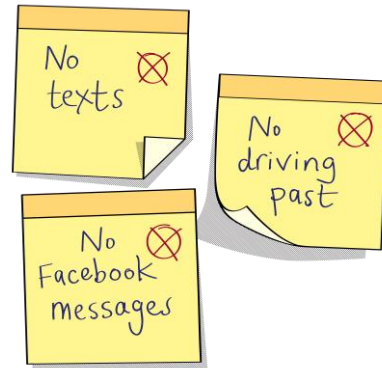
Get ready

- Find a quiet place where you can listen and think
 - What do you need to find out?
 - What do you want to say?
 - What questions have you got?



- Get some paper and a pen.

You might want to write things down



Support

You might be able to ask someone to listen too. They can:

- help you remember the information
- remind you about the questions you want to ask

During the meeting or appearance

- Say when you don't understand something

“Say that again”

“I don't know what you mean”

“What did you say?”

“That was too fast”

- Check you know what the next steps are
 - what you have to do
 - what other people are going to do



- Ask someone to send you the important things you need to know (text, email, voicemail, video-chat) and check you understand everything. It's good to ask if you're not sure.

Planning for important phone calls and virtual appearances