



# ZOOM HEARINGS

Do's and Don'ts

# Audio

- Sound quality over ear buds, cell phones and land lines are poor. Please consider investing in a high-quality headset. Also, please mute your phone when not speaking.
- Speaker phones should be used as a last resort.
- Be mindful of your microphone if you are using earbuds. It often rubs against your clothes and creates background noise.

# Video

- Please put your proper name on your screen ID while in Zoom. Using only your first name or “iPhone” or “Ron’s iPhone” or “The Dude Abides” is inappropriate and unhelpful. Remember this is a court appearance so formality should be preserved. Also, using your name helps as a cheat sheet for the judge. This is not necessary with the local bar but is very helpful with co-counsel and witnesses.
- Be cognizant of lighting. If you have a bright light or window to the side or behind you, or you are in the dark we cannot see your face. This is a problem with witnesses as we must be able to discern the expression on the witness’s face to take the testimony.
- Consider using an appropriate virtual background (no Star Wars themes) if you are appearing from a location that is not a business setting, such as a bedroom. Again, this is a court appearance.

# Etiquette

- Please wear court attire. For men this means coat and tie. For women it is suitable business attire.
- Please remember that if you or your co-counsel intends to speak, you should be on Zoom with your video turned on. Appearing by Zoom without showing your video may help you but it does not help the court.
- It is unnecessary to stand when addressing the Court but it is appreciated.

# Questions?

- Any questions?
  - Please use the Raise Hand function on Zoom.