

TIPS AND BEST PRACTICES FOR A SUCCESSFUL ZOOMGOV APPEARANCE

1. Test the video and audio capabilities of your laptop, desktop computer, iPad, or tablet with a built-in or attached camera and highspeed internet connection or Smartphone in advance of the hearing, preferably a day in advance.
 - a. You can do this by entering the ZoomGov session with the ZoomGov connection information in the Zoom email or hearing notice. ZoomGov will prompt you that your meeting has not started yet, but you may test the connection by following the onscreen instructions.
2. Participants and members of the public should at all times remember that although conducted remotely, these hearings are official court proceedings, and individuals should maintain professional decorum.
 - a. If video is enabled, please wear attire consistent with the decorum of in-court proceedings.
 - b. ZoomGov permits the use of virtual backgrounds to safeguard your privacy. If you choose to use a virtual background, please avoid backgrounds that are offensive or distracting.
3. Do not situate yourself with a window or other strong light source directly behind you as that will significantly darken your image.
4. If you intend to speak at the hearing, please find a quiet place from which to participate. Close all doors around you in the room to limit disruption and eliminate distractions. Do not move away from the screen without permission of the Judge during the course of the virtual hearing. Cell phones and other technology not needed for the hearing should be placed in silent or do not disturb mode and all audible alerts should be disabled during the hearing.
5. If you are connecting to the hearing using a wireless device, you should situate yourself in a location with a strong wireless signal.
6. If you are using an external camera and/or microphone, plug them in before opening the Zoom application.
7. Only 1 microphone and speaker system should be active per physical location to avoid disruptive playback noise.
8. If available, a headset-microphone provides better sound quality for listening and speaking. Use of earphones is encouraged if it will assist in preserving confidentiality during the hearing.

9. ZoomGov video participants are permitted to specify a display name. When using the ZoomGov or Zoom online platform via computer or app, you may use the “rename” feature to adjust your name on the dashboard visible to the Court and the other hearing participants.
10. When you first speak—and each time you speak after someone else has spoken—please state your complete name. This may seem awkward but is essential to create an accurate court record of the proceedings. The only part of the hearing being recorded is the audio. If a transcript is requested, it is sometimes difficult for the transcriber to know who is speaking.

Do not speak out of turn or interrupt witness testimony. In order to prevent any accidental audio distractions, please mute your audio setting until it is your turn to speak. If connected to Zoom.Gov or Zoom audio by telephone, you can mute and unmute your connection by entering *6 on your phone. If another person is testifying, you may not suggest answers, make gestures, or otherwise coach a witness or party while you are off camera.

11. Be courteous and respectful to all virtual court participants. The Judge, judiciary staff, other advocates, and witnesses should be addressed as if you were in a physical courtroom. However, unlike an in-person hearing, it is not necessary to stand when the Judge joins the hearing or when addressing the Court.
12. Do not bring food to the hearing. The usual restrictions on eating and drinking in a courtroom apply.
13. All participants are expected to exercise civility and to conduct themselves in a manner consistent within-person hearings in the courtroom.