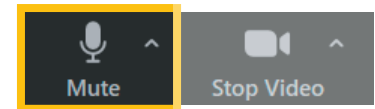


What is proper conduct for a remote court appearance?

BEFORE COURT

- ▶ Remote court appearances are official court proceedings. Even if you're at home, dress and conduct yourself as if you're physically present in the courtroom.
- ▶ In advance of your remote court appearance, test your audio and preview the lighting, background, and camera location.
- ▶ Locate the mute button and mute your microphone until it is your turn to speak.



DURING COURT

- ▶ When it's your turn to speak, unmute yourself and identify yourself by stating your full name.
- ▶ Speak slowly and pause before and after responses.
- ▶ Be prepared to be interrupted by the court reporter for clarification or you will appear in the transcript of the proceeding as "unidentified speaker."
- ▶ When you speak, stay close to and face your microphone so your statements can be heard and recorded. If you can't be heard, the record of the court proceeding may be incomplete.
- ▶ Verbal responses are essential. Don't nod your head to respond.
- ▶ Be careful about talking over another speaker. It's hard for the court reporter to take down what is being said if people speak at the same time or interrupt one another. This could result in a complete loss of what is being said.
- ▶ Treat everyone with respect and courtesy.

REMEMBER

- ▶ Everyone should maintain the same level of appropriate conduct and civility in the remote proceedings as if in the physical courtroom. Please listen carefully and follow any instructions from the judge.



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