

VIRTUAL COURTROOM INSTRUCTIONS

These instructions are for persons appearing in court by Zoom. Please follow these instructions. Even though you are participating from a remote location, you are still in court. You should act the way you would if you were in the courtroom in person. Court rules and standards apply.

1. **Dress and Decorum:** All persons appearing in court must dress appropriately. Dress as if you were appearing in an actual courtroom. Conduct yourself as you would while in court. Show respect for the court, opposing counsel, and yourself.
2. **Distractions and Noise:** Position yourself in a private, neutral location, away from people or animals. Reduce background noises. When you enter the virtual courtroom your video should automatically be on; mute your microphone until your hearing begins. Mute yourself when not speaking. If possible, position the camera at eye level.
3. **Be Aware of Your Background:** You are in court. Appearing in your bathroom, bedroom or on your patio is not appropriate. If necessary, use a Virtual Background. Check the lighting. Light from a window behind you might blind the camera, making you look dark. Ideally, position yourself where light is directly on your face.
4. **Appearance by Video:** Zoom works on smart phones, tablets and computers. Thus, attorneys are expected to appear by video, rather than just by voice. Witnesses will be brought in one at a time from the waiting room; and are only in the courtroom while they are testifying. Only persons on video will be permitted to testify. A witness should not hold paperwork while testifying.
5. **Pre-file Exhibits:** Evidentiary hearings via Zoom require additional pre-hearing preparation. File whatever exhibits you intend to introduce into evidence well in advance of the hearing.
6. **Waiting Room:** When you join a virtual setting, you will be appear in a virtual waiting room with all others. There may be several cases set on the docket at a time. Please wait patiently. When your case is called, the court will bring you into the virtual courtroom.
7. **Chat Feature:** You may "slip notes" to someone using the private chat feature. To do so, hit the "CHAT" button. At the bottom of the chat window, pull-down the recipient arrow and select the person's designation. You may not use the chat feature to communicate with witnesses.
8. **Breakout Room:** You may, upon request, confer in private with your client/attorney. If your request is granted you will be moved to a confidential video room to confer. If you are using a web browser rather than the Zoom app, you will not have access to the breakout room feature.