



## **Virtual Best Practices**

(Recommendations for a Public Participant in a Virtual Hearing)

### **How to Appear in the Virtual Courtroom:**

- Dress appropriately for court.
- Ensure that your background is appropriate (plain or neutral is best); you may be asked to turn on your camera.
- Refrain from eating or chewing gum during the session.
- If you have pets, please keep them outside of the room in which you are participating.
- Remember to silence your cell phone.

You may be put in a virtual lobby or waiting room before joining and/or during the session. Please do not hang up or leave. You will be brought into the hearing when the court is ready for you.

### **How to Help Make a Clear Record:**



Remember that there is a record being made of the proceedings and you must be heard and understood. If wearing a mask, please recognize that it is more difficult to understand a speaker through a mask.

*Note: Surgical masks allow for the clearest sound to pass through; N95 masks do not and will likely cause you to have to repeat yourself often; cloth masks fall in between surgical and N95 masks when considering sound quality.*

Mute your microphone before joining the virtual hearing and when not speaking. Do not rattle papers or type while unmuted.

Speak one at a time, as you would in person in court. If two people speak at once, they cancel each other out and neither person's statement will be preserved in the record.



### **Safety Considerations:**

Please do not drive a vehicle while participating in the session.

### **Technology Tips:**

Be in a quiet location without distractions with **strong** internet service.

For best sound quality, **use a headset with built-in microphone and earphones.**

*Note: Video-gaming headsets work very well in virtual hearings.*



Each person participating should have access to their own device; sharing one device between multiple persons invites audio issues.