



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.