



## **COURTROOM RULES - for All Zoom Video-Conference Hearings**

Remember that even though you are using Zoom, you are attending a Court Procedure and all Court Rules should be followed.

- Be on time and follow all Zoom directions provided by the presiding judge and/or Court staff. Please try to minimize distractions during court proceedings and log in a few minutes before the scheduled start time. Make sure to test speaker and microphone before joining a meeting.
- After you are admitted into the Zoom courtroom, and before the hearing begins, identify yourself by your real name to the Judge and the Court Clerk. Display your real name on your video chat profile. If you are appearing by phone, please disclose your identity immediately upon entry into the virtual courtroom.
- For home networks, if possible, avoid sharing your internet service with other during the session. This can create unreliable connectivity for yourself (for example, streaming video or gaming on the same network while participant is on a Zoom call).
- Be mindful of background noise. Please try to locate a quiet area and minimize interruptions by others in the home. The presence of pets and children and other household members may be distracting to you, the Court, and other participants that are the subject matter of the hearing. Try to refrain from using the speakerphone if you are using a mobile phone device.
- Dress appropriately for a court appearance. Avoid distracting or inappropriate attire that would be visible during a video-conference. Such inappropriate attire includes sweatshirts, gym clothes, Hawaiian shirts, concert t-shirts, sports team jerseys, and pajamas. Attorneys and Court Staff: business casual should be your minimum for court hearings.
- Do not bring food into the virtual courtroom or chew gum. Non-alcoholic beverages, such as coffee, are permitted. Do not use tobacco or vaping products in the virtual courtroom.
- Put your cell phones and other technology in silent mode during the Virtual Court proceedings and maintain a muted connection when you are not speaking. If someone is speaking, do not interrupt them. Do not speak out of turn or interfere in testimony. Just

like an in-person court setting, the presiding judge will indicate when it is your turn to be heard. If another person is testifying, you may not suggest answers, make gestures, or otherwise coach a witness or a party from off-camera.

- Be respectful and courteous to all virtual court participants. Use good manners; ensure that your physical and facial expressions are appropriate. No vulgar or offensive language – please make sure your language upholds the dignity of a court setting.
- No side communications are permitted during the court hearing with any other parties except Attorney/Client. If the parties or attorneys need to confer, they must request that the judge place them into a breakout room for private consultation.
- **If you are a witness** in the Court case, you may not consult with any written, printed, electronic, other information source or third parties during the appearance, unless specifically authorized by the Court.
- Use of the CHAT function during hearings is prohibited by parties, guests, and witnesses.
- **If you are a member of the public** (not a party to the case or an attorney of record affiliated with the matter) and wish to observe the hearing by telephone, contact the Court Clerk to obtain the meeting I.D. or the webinar information if such information is not already published. If you have a request for an official record, please contact the Court Clerk for further information on how to file a motion requesting the record.
- Any recording of a court proceeding held by video or teleconference, including “screenshots” or other visual copying of a hearing, is absolutely prohibited. Audio recording of any court hearing by any means is also prohibited. **If you violate this rule you may be held in contempt of court, and fined or imprisoned, and may be subject to other sanctions deemed necessary by the court.**