



## Recommended practices for remote hearings



The venue from which you appear is to be set up to maintain the dignity and solemnity of the court, consistent with the venue being treated as part of the court room for this purpose.



To avoid any issues with latency such as screen freezing and poor audio quality, ensure your device has a suitable internet connection. Also ensure that you have sufficient battery life for the duration of the hearing.



Reduce environmental noise by closing windows and doors. Also, ensure that you have privacy and won't be interrupted.



Make sure you have suitable lighting. Your face should be clearly visible and there should be no glare from bright lights behind you.



You should be dressed appropriately for court as if you were physically present in the courtroom.



Make sure you have a professional or clean neutral background



Make sure you position the camera so it sits at eye level and in a way that allows you to look directly at the camera when speaking.



Test your technology and layout ahead of time (viewing, speaking and hearing). If necessary, contact the associate to the presiding judicial officer to do a test. This will ensure everything runs smoothly during the hearing.



Be mindful that sensitive microphones will pick up sounds of keyboard tapping, paper shuffling, sneezing and coughing, which can distract other participants.



It is recommended that you mute your microphone when not speaking to avoid distracting other participants.



To maintain optimal sound quality, and prevent feedback, use earphones, earbuds or headphones with a built-in microphone.



Do not talk over or interrupt when another participant is speaking. Instead, raise your hand or use the 'raise your hand' feature when you want to speak. This will avoid participants speaking over one another, the need to repeat questions, and will assist with transcribing.



Speak in your normal voice. It is not necessary to shout. However, speaking softly and mumbling should be avoided.