



# Remote Proceedings

Best Practices and Troubleshooting

## Remote Proceeding Best Practices

Mute yourself when you're not talking to prevent background noise.

Wear solid color clothing. Striped and patterned clothing (including ties) is discouraged.

Position yourself in a hard-back, non-swiveling chair in front of a blank wall, free of décor and other obstructions.

Ensure light is coming from the front or side of you. Light from your computer may cause you to appear slightly blue. Facing a window may assist in the discoloration.

Position the camera at your eye level or slightly above and about an arm's length away from yourself. Any closer or further away is highly discouraged.

Look directly at the webcam when speaking, not the screen.

Do not join the hearing from a large, empty room, such as a kitchen. Being in a smaller room with carpet or other soft surfaces prevents echo.

Pause prior to speaking, in case there is any lag in audio or video.

## Remote Proceeding Troubleshooting

If you're not able to hear the proceedings, check that your device is at full volume.

If your virtual background is patchy, try placing a lamp in front of you, behind your device.

If your WiFi connection is patchy, turn off any WiFi devices or connections.

If an attorney, client, or witness video is glitchy, a judge may ask them to turn off their camera and use audio only for a more steady connection.

At the judge's discretion, a proceeding participant may call into the remote proceeding if a WiFi connection can not be maintained.

If your video is turned on but you are not appearing on screen, check that your webcam is not covered or shuttered.