ITDTU –Etiquette Tips for the Virtual Courtroom Process

Information Technology Division – Training Unit

Etiquette Tips for the Virtual Courtroom Process

Video and Audio conference etiquette:

- The same formal etiquette and protocol of a physical Court is expected in the Virtual Court.
- Counsel and litigants are to dress professionally as if they were attending an in-person hearing in a courtroom.
- Read all the documentation prior to the virtual proceeding and be prepared.
- Participants are to join a Virtual proceeding from a quiet, secure location.
- Participants are to ensure that there will be no interruptions, distractions such as children or pets present.
- Witnesses are not permitted to use or access their phones while participating in virtual proceedings unless told to do so by the judge.
- Do not interrupt other people when they are speaking, nor attempt to speak over them.
- Speak clearly and concisely.

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