

SUMMARY OF TIPS FOR APPEARING AT AND CONDUCTING VIDEO HEARINGS AND TRIALSⁱ

- Use a Reliable Computer or Similar Device; Try to Avoid Smartphones
- Know How to Use the Court's Chosen Video Platform (including Google Meets; Polycom Realpresence; Zoom)
- Test Your Equipment and Connection in Advance
- Make Sure You Have the Video Link and Know How to Access that Link
- Prepare Exhibits in PDF Format
- During the Hearing, Find a Quiet Place Free of Distractions –
- Pay Attention to Your Lighting and Background
- If Possible, Sit Upright in a Chair or Stand
- Dress for Court
- No Food, Drinks, or Smoking
- Look Directly at the Camera, Speak Clearly and Slowly in Your Normal Voice, Avoid Interrupting Others, and Mute When Not Speaking
- Consider Having Clients Use a Separate Computer
- Prepare and Educate Clients and Witnesses on all Procedures

ⁱ For the tips discussed above, and for and other helpful tips and information please see Fritz Riesmeyer and Curry Sexton, *Tips for Remote Video Hearings and Trials: Technology, Witnesses, Evidence and Etiquette*, American Bar Association, ABA Groups, Section of Litigation, Committees, Business Torts & Unfair Competition, Practice Pointers, June 5, 2020, <https://www.americanbar.org/groups/litigation/committees/business-torts-unfair-competition/practice/2020/tips-for-remote-video-hearings-and-trials/> and JoAnna J. Smith, *Practical Tips to Help You Master Video Hearings*, American Bar Association, ABA Groups, Section of Litigation, Committees, Ethics and Professionalism, Articles, May 1, 2020, <https://www.americanbar.org/groups/litigation/committees/ethics-professionalism/articles/2020/practical-tips-to-help-you-master-video-hearings/>