

April 30, 2020

Videoconferencing Best Practices for Court Appearances

Have the right light:

- Have light facing toward or to the side of your face.
- Ensure there is enough light for the camera to illuminate you.

Frame the camera:

- Position the camera at eye-level.
- Try to have the camera within arms-length of your face.
- Be sure to look directly at the camera while speaking.

Select proper on-camera clothing and environment:

- Attire should be professional and appropriate for an in-person court appearance.
- Please use a background that is clean, uncluttered and distraction-free.
- Remember you want to look your best at all times.

Audio levels:

- Prior to the meeting check your microphone levels.
- Ensure that you can be heard, and the program is detecting your voice.
- Be sure there are no background noises such as (music, televisions, etc.)
- Become familiar with the program's mute features. The Best practice is to stay muted until you are ready to speak.
- Do not speak while others are speaking.