

GUIDELINES FOR ZOOM HEARINGS

WEAR APPROPRIATE ATTIRE/CLOTHING

Parties should dress as if they were in the actual courtroom. Specifically, parties shall:

- refrain from wearing sleeveless or strapless shirts
- avoid attire that may expose private areas of your body
- refrain from wearing hats, scarves or head coverings (**unless it is a religious head dressing**)
- wear professional clothing covering the entire body in the event of camera shifting
- refrain from wearing clothing with profanity and inappropriate pictures
- avoid wearing tinted eyeglasses or eye coverings (**unless prescribed**)

MINIMIZE DISTRACTIONS

Parties should find a quiet location to participate in the Zoom hearing. Specifically, parties should:

- locate an environment where you will not be interrupted by other people or activities
- silence any phones, televisions, and/or other devices that may disrupt the hearing
- ask to be excused if you must leave the Zoom hearing
- avoid re-locating with your Zoom device during the hearing
- avoid using Zoom in an area with very bright light or in an area without adequate light
- remain still and be attentive

USE APPROPRIATE VIRTUAL COURTROOM ETIQUETTE

Parties must conduct themselves with appropriate courtroom behavior while participating in Zoom hearings. Specifically, parties should:

- act as though you are in a physical courtroom
- ensure the area behind you is not distracting – try to have a plain wall as your background
- wait for anyone who is speaking to stop before you begin to speak
- refrain from the use of profanity or unprofessional language
- refrain from eating or consuming any beverages other than water
- avoid positioning your camera where other people appear in the background
- ask to be excused for restroom breaks, then mute your microphone and stop your video – unmute and restart video upon return