

MAKING THE RECORD FOR REMOTE APPEARANCES TIPS FOR JUDGES AND ATTORNEYS

Remote hearings can be challenging for all parties and staff. The parties cannot see each other for those nonverbal cues. Court reporters are not able to watch the parties to assist in understanding what is being said. Respecting the following tips will assist in the capture of an accurate and complete record.

1. The rules of courtroom decorum apply to all remote hearings.
2. Respect the court record.
3. Speak when recognized by the judge.
4. Identify yourself before speaking.
5. Speak slowly, clearly, and be concise.
6. Speak one at a time. Wait for others to finish speaking before you continue.
7. Talk into your microphone instead of using a speaker phone. Consider using a headset.
8. Ensure you are in a quiet area.
9. Mute microphone to minimize interruptions (i.e. typing, barking dogs, phones ringing, children playing, etc.). When unmuting, wait briefly before speaking.
10. Keep your voice up to the very end of a statement or question.
11. Specify when using acronyms or initials (i.e. "B" as in boy).
12. When a remote hearing is conducted by video, appropriate courtroom attire is required.

Judges and attorneys *make* the record; court reporters *capture* the record.

This handout contains tips to create a clear record during remote appearances.

Many of the tips are common sense, but they are very important during remote appearances.



The Third Judicial District is committed to efficient, effective, and proper administration of justice through collaboration, innovation, and dedication to the people we serve.

