

## REMOTE (TELECONFERENCE/VIDEOCONFERENCE) HEARING GUIDELINES

### **Prior to the conference, court reporters should be provided the following information:**

1. Case information (name of case, docket number, names of attorneys and whoever else is expected to be on call)
2. Dial-in number
3. Access code
4. Security code (if applicable)
5. In-chambers contact: Chambers phone number, email and cellphone number of Clerk handling the case.

### **Please provide the following to attorneys before each teleconference:**

In preparation for and while engaging in a teleconference, please follow these guidelines:

- Use a landline whenever possible.
- Use handset rather than speakerphone which can cause feedback/distortion.
- Identify yourself EACH TIME you speak.
- Be mindful that, unlike in a courtroom setting, interrupting can render both speakers unintelligible.
- Mute when not speaking to eliminate background noise, i.e., dog barking, kids playing, papers shuffling, emails pinging, drinking, breathing. It all comes through. This will also prevent interruptions.
- Avoid voice-activated systems that don't allow speaker to know when someone else is trying to speak and they cut off the beginning of words.
- Spell proper names.
- Have judge confirm reporter is on the line.

Please Note: If someone hears beeps or musical chimes, that means someone has either come in or left the conference. The judge needs to clarify that the reporter has not lost the line. (This has happened, and the reporter had to dial back in and tell them the last thing she got.)

\*\* If the judge is in the courthouse, it would be best to have all teleconferences done in the courtroom as opposed to chambers. The audio in the courtroom telephone system is vastly superior, and, if necessary, social distancing is easily achieved by anyone present.