

Telephone and Video Court Hearings



Telephone and Video Etiquette for Court Hearings

Superior Court of California, County of Riverside



Telephone Meetings

- * **Call in on time:** Be on time. If you are late, your matter may not be heard and your court appearance may be cancelled.
- * **State your name for the record:** Identify yourself each time you speak and conduct yourself as you would if you were in the Courtroom.
- * **Avoid interrupting:** Wait until an opportunity to speak arises without interrupting others.
- * **Mute your sound when not speaking:** When you are not speaking, mute your telephone so that any background noise around you will not be heard by others.
- * **Select a quiet location:** Background noise is distracting to the court and participants and can interfere with you being heard clearly.
- * **Avoid shuffling papers:** Background noise makes it difficult for others to hear.
- * **Avoid talking to others in the room:** Do not engage in conversations with others during your court appearance.
- * **Avoid eating:** Do not eat during your court appearance.
- * **Pay attention and be active:** Listen to others when they speak. You may hear the answers to questions you have.



Video Meetings

- * **Be on time:** Have your equipment set up, logged in and necessary information available before the scheduled hearing time. If you are late, your matter may not be heard or may be heard without you.
- * **Choose your location wisely:** Ensure your area is clean and quiet. Remember, others will be able to see and hear everything around you.
- * **Dress appropriately:** Remember you are attending a court proceeding and others will see you.
- * **Keep your body movements as minimal as possible:** In video appearances, excessive body movement can be distracting to the court and other participants..
- * **Avoid shuffling papers:** Background noise makes it difficult for others to hear and distracting to the court and participants.
- * **Avoid talking to others in the room:** Do not engage in conversations with others during your court appearance.
- * **Avoid eating:** Do not eat during your court appearance.
- * **Pay attention and be active:** Listen to others when they speak. You may hear the answers to questions you have.