

ZOOM TIPS & ETIQUETTE

Test Your Setup

Test your internet speed, webcam, speakers and microphone before the call so you can spend more time communicating and less time troubleshooting.

Etiquette

- The host can see that you've arrived in the meeting by looking at the Participants Panel. The display is often only your first name or electronic device. To avoid confusion, edit your display name by hovering over it and clicking **Rename**.
- Make sure you click on **Join with Audio** and **Join with Video**
- Dress for a court appearance.
- Unmute only when you need to speak.
- Please consider your background and do not appear while driving, sitting in bed, etc.
- Please do not eat while on Zoom
- Be ethical (i.e. no chatting with your client while your client is on the witness stand)
- Be on time
- Children and pets should not attend hearings
- NO RECORDING OF PROCEEDINGS