



Remote Proceedings Part 6: Tips for Attorneys

If you are scheduled to participate in a remote court hearing on Zoom, the Remote Proceedings video series and tip sheets will help you prepare for and participate in the hearing. This tip sheet includes tips for attorneys on the etiquette of remote proceedings, preparing your client and witnesses, the chat feature, breakout rooms, and presenting evidence.

Etiquette of Remote Proceedings

- Prepare for a remote court proceeding like you would for an in-person hearing. Dress professionally and be on time.
- Log into the hearing from a computer in a quiet room. Do not engage in other activities or conversations while participating in the hearing. Do not drive during a remote court hearing.
- Make sure your background and lighting are not distracting. You may wish to blur your background.
- Prepare yourself with the proper equipment. Two monitors, a headset, and a strong internet connection may be useful.
- If you cannot hear the proceedings well during the court hearing, inform the court right away.

Preparing Your Client

- Perform a test Zoom call with your client before the day of the hearing.
- Make sure your client has all the necessary equipment, such as a computer and a strong internet connection. Remind your client that they should log in from a private room alone.
- Confirm that your client is familiar with Zoom's tools. For instance, they should know how to mute and unmute their microphone before and after speaking.
- Plan how you will communicate with your client during the proceeding, such as by text message, e-mail, or direct chat messaging in Zoom.
- Ensure your client is familiar with the evidence you intend to use with them during the hearing.

Witnesses

- The court may require a list of witness names and contact information before the hearing date.
- Let your witnesses know that if the court contacts them to ask for further information, they should provide it.
- Prepare your witnesses. Make sure they have what they need to sign in to Zoom. Tell them to sign in using the name you provided to the court and not an alias or nickname.
- Witnesses should log into the hearing alone from a secure room.

Watch the Video



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- Witnesses should look into the camera while testifying and not look at any notes unless the court tells them to.

Chat Feature

- You may use the chat feature to communicate with your client. You may not communicate with a witness while they are testifying.
- If you use the chat feature to communicate with a client, ensure the chat is private. Zoom is set so everyone can see the chat messages sent by any participant. You can change this by selecting the person you want to see your messages before using the chat function. The name of the person you have selected to see your messages will appear after the “To:” in the chat box, and the words “Direct Message” will appear.

Breakout Rooms

- The court may use breakout rooms to allow participants to speak privately to each other. Only the court can place you in a breakout room.
- Breakout rooms are not recorded, and conversations in breakout rooms are excluded from the record.

Presenting Evidence in Remote Proceedings

- The clerk’s office may ask you to submit your evidence before the day of the hearing. Name your exhibits with the party designation and an exhibit number (i.e., Plaintiff’s Exhibit 1).
- Remember that your evidence still needs to be presented to the court and admitted during the hearing.
- Get familiar with the Share Screen feature of Zoom.
 - You may need to share your screen to display evidence during the hearing to, for example, lay a foundation, refresh a witness’s recollection, or impeach a witness.
 - Ask the court for permission before sharing your screen.
 - Click on the Share Screen icon. Choose what you would like to share, such as a specific document or photo.
 - You can share your entire screen, but be aware that doing so will allow other participants to see everything on your screen.
 - Practice sharing your screen before your hearing.



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