

REMOTE COURT APPEARANCE TIPS

Appearing in court remotely might sound scary, but it's mostly the same as appearing in person! Review the below checklist to ensure you're set for success. Much more information regarding remote appearances can be found on the Court's website [here](#).

WHAT YOU'LL NEED

- A strong internet connection
- A laptop or other computer which has a camera
- A headset – any old pair of earbuds with a microphone will work, but the ideal headset would look something like this:



THE STEP-BY-STEP

- Each courtroom's Zoom link and schedule can be found [here](#).
- When it's time to sign on (perhaps a few minutes before the calendar start time), click on your courtroom and the Zoom application will open.
- You'll initially be in the "waiting room" with a blank screen until court begins and the Judge or Clerk lets you in.

COURTROOM/ZOOM ETIQUETTE

- Keep your microphone muted unless you need to speak.
- You may turn the camera off when not speaking, but it must be on when speaking.
- Dress professionally and keep background noises/distractions to a minimum.

GENERAL COURT OFFICER TIPS

- Be prepared!
- Understand why each client is on calendar and anticipate what information you need.
- If an in-custody probation matter is on calendar for arraignment, be ready to discuss the client's custodial status.
- If there is a possibility of a resolution, have our recommendation and the custody credits ready.
- Once finished, you'll "de-court" just like in the past. If there are any reports ordered or other action items, be sure to notify the appropriate PO to make them aware.

COURT OFFICER NOTES

- If one of your cases is on calendar, try to prep it in a way that makes things easy on the court officer. When your note or report is missing important information, you create more work for the court officer. For guidance, check out the Court Officer Information template in CE Documents.

COURT SCHEDULE AS OF NOVEMBER 2020

- Department 3 – 10:00
- Department 4 – 1:30
- Department 6 – 8:15
- Department 7 – 9:30