

# ZOOM ETIQUETTE GUIDE FOR COURT USERS

## 1 Have you updated your contact details?

- You will need to update your contact details within 3 working days of the notice from the Court, if required by the Court.



## 2 Is your video conferencing equipment in proper working order?

- If a smartphone is being used, ensure that it is placed on a secured stand and not handheld.
- Connect your equipment to a power supply instead of working on battery mode.
- Test your equipment before your hearing commences. Check that your microphone and headset are working.
- Ensure that there is a stable Wi-Fi connection.
- If you still encounter problems, you will need to notify the Court. The relevant contact details can be found in the notice from the Court.



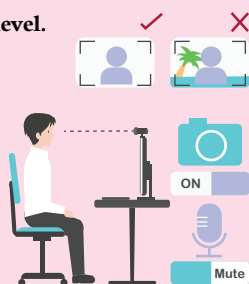
## 3 What should I wear and when should I log in?

- Dress appropriately like you would be going to the office.
- Lawyers should wear court attire.
- Log in at least 15 - 30 minutes before your appointed time.



## 4 How should I position myself on camera?

- Keep camera angle at your eye level.
- Upper body must be visible.
- Use a plain background, such as a plain wall or blinds. Do not use virtual backgrounds.
- Switch on your camera at all times.
- Mute your microphone when not speaking.



## 5 Can I record the proceedings?

- Audio and/or video recordings are strictly prohibited.
- Any unauthorised recordings are a contempt of court.



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## 6 Do you have video conferencing facilities?

- Usage of desktops and laptops is strongly encouraged, given the display size of these devices. A mobile tablet/ smartphone may be used as a backup.
- If you do not have access to video conferencing facilities, you may contact the Court to access the facilities on-site for your hearing. The relevant contact details can be found in the notice from the Court. The Courts' on-site video conferencing facilities are also wheelchair accessible.



## 7 Is your space conducive for video conferencing?

- Be alone in a quiet room which allows you to follow the proceeding.
- Place the main source of light behind the camera, in front of your face.
- Switch off your smartphone if it is not used for the hearing.



## 8 What should my display name be?

- Follow the directions stated in the notice from the Court.

For example:

Lead Counsel:  
"Lead Counsel - Mr John Lim"

Litigant/Witness:  
"D123/ 2022 Ms Jane Lee"

Enter new name here:

D123/ 2022 Ms Jane Lee

## 9 What are the ground rules?

- This is a court hearing. You will need to comply with court etiquette except for the need to rise and bow.
- Seek permission from the Court if you need to excuse yourself during the hearing.



## 10 What happens if the hearing cannot continue via video conferencing?

- You will be given directions by the Court on how to proceed.



Should you need to attend a hearing conducted by video conferencing, information on joining your hearing will be provided in the notice from the Court.