



# Maine Judicial Branch Remote Video Conferencing Best Practices & Tips

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## Before the hearing

***Carefully review the scheduling notice and any other information provided by the court.***

- You may be asked to appear by video or by telephone.
- Visit [www.courts.maine.gov/courts/remote](http://www.courts.maine.gov/courts/remote) for information about participating in a remote video court proceeding.
- If you cannot appear by video or telephone notify the court as soon as possible to make alternate arrangements.
- Documents & evidence: If you have documents to file with the court, do so PRIOR to your hearing.

## Looking your best

**Decorum:** Dress and act appropriately; you are appearing in court. Business attire or business casual attire is best. Tank tops, t-shirts and t-shirts with slogans are discouraged.

**Background:** Make sure your background is appropriate. It is best to have a blank wall or a background with few distractions. You may also choose to use a virtual background as long as it is appropriate for appearing in court.

**Lighting:** Do not have a window behind you as you will be difficult to see. Lighting should come from in front of you or from the side to best light your face.

## During the hearing

***Join your hearing 15 minutes prior to your scheduled time and make sure you are located in a quiet place free from distractions.***

**Muting:** Mute yourself when not speaking to avoid background noise interfering with the hearing.

**Comments:** Please address all comments to the judge and not to the other party.

**Recording:** The case is being audio recorded at the court. Participant recording of the session is strictly prohibited.

**Make eye contact:** (look at your webcam and not your screen) and use gestures and mannerisms you typically would use when in person.