

Yolo Superior Court, Virtual Courtroom

Etiquette and Responsibilities

1. [Be on time: Test your equipment.](#)

Just as you would consider traffic, time to find parking, and going through building security for standard court proceedings, please be mindful of possible delaying factors like unexpected technical difficulties (i.e. application update, computer restart) when appearing in a Virtual Courtroom. **Please ensure all equipment is fully test in advance so that you are ready when court starts.**

2. [Properly introduce yourself.](#)

When signing onto Virtual Courtroom, **please type your full name** so that other participants can clearly identify you when speaking. Also identify which agency you represent. For witnesses, please identify which side you are a witness for.

Syntax: First Name, Last Name (Agency)

Agency: DA (District Attorney), PD (Public Defender), CC (County Counsel), PP (Proper).

Witness: First Name, Last Name (witness for which side)

3. [Frame the camera correctly.](#)

When you're on video, make sure you frame your camera in a way that feels natural, and allows you to **look directly at the camera**. Choose a spot where the background is courtroom appropriate and there is **no bright light behind you** (close blinds). **Always speak into the computer microphone** and do not get up and walk around during hearings.

4. [Wear Court-appropriate attire.](#)

Although you are connecting to a Virtual Courtroom, others will be able to see you.

Proper courtroom attire is required.

5. [Mute yourself when not speaking.](#)

Even though you may not be speaking and think you are being quiet, **most microphones (including phones) can pick up minor background noises**, like coughs, sneezes, paper handling, or typing. **These sounds can easily distract other participants**, including the court reporter who might not be able to properly transcribe the proceeding.

6. [Let everybody know who is speaking.](#)

In the virtual world it is very important that participants know who is talking. Please start speaking by **stating your name, and then speak slowly and as clearly as you can**. This will really help the court reporter, the clerk, the Judge, and everyone else to understand what you are saying.

7. [No recording or broadcasting allowed](#)

Photographing, videotaping, televising, or otherwise recording any virtual court proceeding is **prohibited** unless a written request has been filed and approved by the Judge presiding at the proceeding prior to the commencement of the proceeding. No one may transmit, record, or take pictures in any portion of the virtual session except as permitted by these rules and **Rule 1.150 of the California Rules of Court**.

8. [Evidence](#)

Each participant will be responsible to share their evidence during the virtual proceeding via the screen sharing option.