

Tips for Etiquette and Preparation for Attorneys



As legal proceedings continue to embrace virtual platforms, attorneys must adapt their practices for effective representation. Here are key considerations for attorneys participating in virtual hearings:

Technical Preparedness

- Test presentations ahead of time.
- Know where the mute button is.
- Avoid calling into hearings from a cell phone or laptop located within the court house or in a limited-service area.
- Use a computer whenever possible; a smartphone should be considered an 'emergency parachute' and tested beforehand.

Try to be at least 10 minutes early to the hearing's scheduled start time!



Client Communications

- Brief clients on virtual hearing etiquette and ensure they are well-prepared.
- Conduct practice sessions on the chosen virtual hearing platform to familiarize clients with the interface.

Test Links

WebEx

Zoom

Dress & Appearance

Dress in professional attire, including a suit or equivalent, to convey a serious and respectful demeanor.

Civility and Professionalism

- Maintain a respectful and professional tone throughout the virtual hearing.
- Follow the same level of decorum as in a physical courtroom setting.

Preparation & Organization

- Ensure microphone is muted once joining hearing calls, especially when proceeding to have internal office discussions that everyone can hear.
- Keep microphone muted during hearing when your matter is not being discussed or you are not speaking.
- Have all necessary documents organized and easily accessible for reference.