

Zoom Videoconference Rules

Conduct Yourself as You Would Inside a Courtroom

- Dress appropriately. This is a court appearance.
- Background (area behind you) should be appropriate for court. It will be seen by the Judge and others attending the proceeding. Do not sit directly in front of or behind a window, because the light or reflection can affect the video.
- Choose a quiet place to participate in the proceeding. Cell phones should be muted, doors to rooms closed and disruptions minimized.
- Use language appropriate for a courtroom.
- **Remain on mute until it is your time to speak. Do not speak over anyone and do not interrupt anyone.**
- **When your case is called, unmute your microphone, state your name and spell your last name for the record. An attorney must identify whom he or she represents.**
- Attorneys must identify themselves on the screen by adding the word “attorney” before their name.
- Be aware that a court reporter or language interpreter may have to interrupt from time to time to clarify who is speaking.
- Failure to follow the Court’s rules may result in removal from the proceeding and/or a finding of contempt of court.
- **The Zoom proceeding is recorded and the Court Reporters Office will ensure that the recording becomes the official court record. Therefore, any video recording, audio recording, photographing, taking screenshots, and/or reproducing of the livestream is strictly prohibited. The recording, publishing, broadcasting or other copying or transmission of courtroom proceedings by video, audio, still photography or any other means is strictly prohibited by Illinois Supreme Court Rule 68(A)(8) and is subject to the penalties for contempt of court. Observers should keep their video off and sound on mute.**