



Dear Counsel:

In preparation for the upcoming hearing using Zoom, please have each of your team, as well as your witnesses, do the following:

- Obtain a free Zoom account and download the software. Be sure to get the most current version.
- Test it on the computer you will use for the hearing with someone else. How is your audio? Your video? Most computers, especially laptops, benefit from an external microphone and external speakers. Earphones with a microphone, or earbuds, can be very effective in capturing your voice and reducing ambient noise.
- Consider using a virtual background. Test it in the place you will sit during trial. Try different lighting. Avoid having a window or bright light behind you. A soft light in front of you may help.
- Practice screen sharing which is how we will display and share documents.
- Practice annotation of a document shared in Zoom. Note that you can save a document when annotation is turned on.
- During testing and court hearings, make sure no bandwidth intensive activities are happening on the network you use. If you use a VPN, test it to be sure it does not restrict bandwidth.
- Please remind witnesses of the need for court-appropriate dress. Attorneys should set the example of appropriate dress.
- Instruct each witness how to pin the image of the examining attorney to the witness's screen. They will use this mode during examination.
- We will all forget to mute and unmute, and other technical mistakes will happen. Relax, and have a sense of humor. We will try to do the same.

We are learning as well. We have been using Zoom for civil hearings and criminal hearings where the defendant is out of custody, as well as evidentiary hearings and trials. Please share what you have learned with all of us. We will all need preparation and patience as we work together in the virtual environment.