

## Things to remember in video court:

**Please note that each individual case may require a different course of action. This checklist is intended to provide a general guide but it is not prescriptive.**

- Do I have a **reliable internet connection**?
- Am I **visible**?
- Can I be **heard**?
- Is my client **present**?
  - If my client is in jail, and the jail does not have internet access, and it is necessary that they be at the hearing, have I **objected to my client's absence**?
  - If my client is not present because he/she **does not have access to the internet**, have I objected?
- If my client is appearing **only by telephone**, have I noted the potential bias that may affect the hearing?
- If my client is not with me, but they are present virtually, does he/she have a **reliable internet connection**?
  - If no, have I documented that fact to the court so that they may understand delays in transmission?
- Is my client's face **fully visible**?
- Can my client be **heard**?
- Can my client **hear the proceedings**?
  - Have I taken steps to ensure my client can **understand** the proceedings, especially if unable to hear or read?
  - If my client needs an **interpreter**, am I sure that my client has been given access to one?
- Is my client's image portrayed in a way that **does not prejudice him/her**?
  - If not, have I noted for the record the **problems with my client's image**?
- Have I coached my client on how to **speak up and engage** on videoconference where appropriate?
  - Have I coached my client on **how to get my attention** so that I can stop the hearing and have a breakout room/private session to answer his/her questions?
- Have I established a **secure, private form of communication** with my client?
  - If possible, is that communication **contemporaneous with the hearing**?
  - If not, have I **established that the judge will stop the hearing** so I can meet with my client confidentially?
- Given the issues with mediated communication over video conference, does my client have access to **visual aids** that assist in understanding the hearing?
- Have I asked if I can record the hearing or if a **copy of the online proceeding** will be kept?
- Have I checked to ensure that any livestream has been **deleted from the Internet** after the hearing is over?