

REMOTE PROCEEDINGS CHECKLIST

Equipment—for all “Courtrooms”

Camera

- Mounted at either eye level or slightly above speaker
- Smudges removed from the lens
- Securely fastened to either a stand or the computer
- Tested on Zoom in advance of the hearing

Microphone

- Properly plugged into either computer or camera
- External mic is the mic selected in Zoom to receive audio
- Tested on Zoom in advance of the hearing
- Cannot be seen by the camera

Lighting

- Secured to a stand
- Correct equipment
 - 650 lumens, if <4 feet from the speaker
 - 1,000 lumens, if <6 feet from the speaker
 - Light has a dimmer switch
- Angle to illuminate speaker’s face
- Check for distracting reflections in the speaker’s glasses (if applicable)
- Tested on Zoom in advance of the hearing

Backdrop

- Solid backdrop
- Color nicely contrasts with the speaker’s suit
- Securely fastened so as not to fall
- Tested to make sure figures in the background are not visible

Equipment (Cont.)

Misc. (Cont.)

- Computer has enough outlets to accommodate each device
 - If not, use a USB splitter
- Communication / confidential information screen
 - Hardwired to the Internet
 - If using a separate device, not connected to Zoom
 - If using the same device, understand which “screen” it is and do not share that screen
- Everything is tested at least one week before hand together, in the hearing platform

Witness Preparation

Proper Instruction

- No notes
- No guests
- No devices
- No “offline” talk, until specifically told
- Look at the camera during testimony
- Backup hard copy documents are available

Vendor Arrangements

- Discussed utility and costs with the client
- Vendor has building access for appropriate hours
- Secured a confidentiality agreement
- Considered vendor’s capability

Day of the Proceeding

Internet Connection

- Tested
- Ask colleagues to refrain from streaming
- Hardwired

Zoom Test – run a short mock via Zoom before the proceeding to check that:

- Mic works
- Camera works
- Camera is clean
- Lights work
- No awkward shadows
- There are no notes or confidential information in the background
- Work product is stored on a screen or device that will not be shared via Zoom
- Backdrop is secure
- Non-essential applications, including e-mail if applicable, are closed
- Videos play with audio
- Screenshot shows appropriate files

Misc.

- “Do Not Disturb” Signs
- Office phone is on do not disturb
- Cell phone is silent
- Backup equipment is ready
- Computer software is updated
- Computer’s “sleep timer” is turned off

Questions?

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