



Maine Judicial Branch Remote Video Conferencing Best Practices & Tips

Before the hearing

Carefully review the scheduling notice and any other information provided by the court.

- You may be asked to appear by video or by telephone.
- Visit www.courts.maine.gov/courts/remote for information about participating in a remote video court proceeding.
- If you cannot appear by video or telephone notify the court as soon as possible to make alternate arrangements.
- Documents & evidence: If you have documents to file with the court, do so PRIOR to your hearing.

Looking your best

Decorum: Dress and act appropriately; you are appearing in court. Business attire or business casual attire is best. Tank tops, t-shirts and t-shirts with slogans are discouraged.

Background: Make sure your background is appropriate. It is best to have a blank wall or a background with few distractions. You may also choose to use a virtual background as long as it is appropriate for appearing in court.

Lighting: Do not have a window behind you as you will be difficult to see. Lighting should come from in front of you or from the side to best light your face.

During the hearing

Join your hearing 15 minutes prior to your scheduled time and make sure you are located in a quiet place free from distractions.

Muting: Mute yourself when not speaking to avoid background noise interfering with the hearing.

Comments: Please address all comments to the judge and not to the other party.

Recording: The case is being audio recorded at the court. Participant recording of the session is strictly prohibited.

Make eye contact: (look at your webcam and not your screen) and use gestures and mannerisms you typically would use when in person.