

## **Judge Reyes Bordeaux's Tips for a Successful ZoomGov Court Experience**

1. If connected to ZoomGov audio by telephone, you can mute or unmute your connection by pressing \*6 on your phone.
2. Unless and until it is your turn to speak, please mute your audio to minimize background noise.
3. If available, a headset-microphone often provides better sound quality for listening and speaking.
4. Test the video and audio capabilities of your computer or mobile device in advance of the hearing (i.e., at least one day in advance). You can do this by clicking on the ZoomGov meeting link posting for the hearing and/or check your video and audio using the ZoomGov app.
5. If you intend to speak at the hearing, please find a quiet place from which to participate.
6. If you are connecting to the hearing using a wireless device, you should situate yourself in a location with a strong wireless signal.
7. When you first speak—and each time you speak after someone else has spoken—please say your name. This may seem awkward but is essential to making a good court record. The only part of the hearing being recorded is the audio. If a transcript is requested, it is sometimes difficult for the transcriber to know who is speaking.
8. If you are participating by video, try to avoid having a window or bright background behind you. (You may, as a result, appear on video as a shadow.) If you cannot avoid the bright background, try using a desk lamp or other light source to brighten your face.
9. Participants and members of the public should at all times remember that although conducted remotely, these hearings are official court proceedings, and individuals should act accordingly.
  - a. If video is enabled, please wear attire consistent with the decorum of court proceedings.
  - b. ZoomGov permits the use of virtual backgrounds to safeguard your privacy. If you choose to use a virtual background, please avoid backgrounds that are offensive or distracting.
10. ZoomGov video participants are permitted to specify a display name. If using video, please specify your complete name to assist the Court in creating a record of the proceedings.