



## **Zoom Videoconference Rules of Conduct**

### **Conduct Yourself as You Would Inside a Courtroom**

- **Dress appropriately.** Appropriate attire is mandatory for any appearance in court. Participants should dress for Zoom proceedings as if they were attending Court in person.
- **Avoid background noise and distractions.** The background area behind you should be appropriate for court. It will be seen by the Judge and others attending the proceeding. Do not sit directly in front of or behind a window because the light or reflection can affect the video.
- **Choose a quiet place to participate in the proceeding.** Cell phones should be muted, doors closed, and disruptions minimized.
- **Use language appropriate for a courtroom.**
- **Remain on mute until you are called upon to speak.** Do not speak over anyone, and do not interrupt anyone.
- When your case is called, unmute your microphone, and state and spell your first and last name for the record.
- Attorneys should identify whom they represent and identify themselves on the screen by adding “attorney” before their name.
- Make sure you have a stable internet connection. Ask others in your house or office to avoid significant data use (game or video streaming, etc.) while on a video call. If you do not have a reliable internet connection visit the DuPage County Law Library where Zoom stations are available to the public to attend a court proceeding.
- Be aware that a court reporter or language interpreter may interrupt from time to time to clarify who is speaking.
- **Failure to follow the Court’s rules may result in removal from the proceeding and/or a finding of contempt of court.**
- The Zoom proceeding is recorded and used solely by the Court Reporter’s Office to create the official court record. Therefore, any video recording, audio recording, photographing, taking screenshots, and/or making a livestream is strictly prohibited. The recording, publishing, broadcasting, or other copying or transmission of courtroom proceedings by video, audio, still photography, or any other means is strictly prohibited by Illinois Supreme Court Rule 68(A)(8) and is subject to the penalties for contempt of court.
- **Participants must always keep their video on and sound on mute unless otherwise directed by the judge.**
- The judge presiding over the court proceedings may add or omit any instructions listed in the Zoom Videoconference Rules of Conduct at their discretion, at any time.

**Remote proceedings using Zoom are for court participants ONLY. Members of the public who wish to observe court may attend court proceedings in person.**