

## **Do's and Don'ts' during Hearing through Video Conference**

1. Maintain proper decorum and protocol of the Hon'ble Court at all time.
2. Dress appropriately as if you were going to the Court. The hearing through video conference should be treated as a Court hearing.
3. Use laptop or PC with a headphone or earphone.
4. In case of using mobile, it should be fixed and stationary at one place at appropriate level and distance so that your picture is clear.
5. Ensure to have stable and sufficient internet access, including sufficient internet speed to good quality audio & video output.
6. Ensure that Microsoft Teams App is installed in your laptop, PC or mobile, whichever device is being used.
7. Check your lights so that your picture is clearly visible and the same is not in dark mode. Make sure the light source is in front of you and darker light is behind you.
8. Your background which is visible in the camera should be appropriate. Avoid unnecessary movement and sound.
9. Login 15 mins prior to fixed the time of hearing with name viz Adv xyz, Adv abc CGSC, Mr xxx OIC Legal Cell etc. Please treat this very important as it will help Hon'ble Members to recognize you and your presence.
10. Avoid logging in with more than one device at a time as it will hamper with the quality of your audio & video.
11. Do not keep any electronic device near laptop/PC/mobile as it causes audio & video disturbance/interference during hearing.
12. Keep track of the program of the cases in the cause list so as to enable you to prepare for your turn efficiently in advance.
13. Switch on your audio & video only when your case is called out/ about to call out for hearing otherwise keep it in mute mode. Other participants with the concerned advocate should keep their audio & video on mute so that only advocate concerned with the case on call is visible and audible to the Hon'ble Members.
14. Speak clearly during hearing. Do not shout or interrupt while hearing. Use hand raise option available on the panel itself or raise your hand physically if you want to say something.
15. Keep your phone on silent mode at your reach during hearing so that officials of the Regional Bench may contact you in case of any urgency/necessity.
16. Do not engage into conversation with anyone else with your video or audio on. **REPEAT-** Video and audio should be kept in mute mode unless your case is being heard.
17. Avoid taking tea or snacks during hearing. Avoid even taking water unless in emergency
18. Leave the meeting as soon as all your cases are over.
19. In case of any assistance during the hearing contact this Regional Bench on 0761-2622082.