



United States District Court Eastern District of Washington

Attorney Best Practices for Attending Video and Telephonic Hearings:

- Test your system with our IT staff well in advance of the hearing.
- Use headphones instead of the speaker on your computer for VC hearings.
- **Do not use speakerphones** for telephonic hearings.
- Mute your line when you are not speaking.
- Do not shuffle papers near your microphone.
- Mac computers are not compatible with the Jabber system that the court utilizes for VC hearings.
- Get connected with the court no less than **15 minutes** prior to your hearing.
- Keep the call-in information for the VC hearing readily available so that if you lose your video connection, you can dial in using your phone (audio only) to the VC line.

Video and Telephonic Conferences are still official court hearings.

Please use courtroom decorum.