



The 13th Judicial Circuit
Professionalism Committee



PROFESSIONALISM IN THE VIRTUAL WORLD

- ▶ **Dress and look like you are going to court.**
- ▶ **Do your best to have a stable internet connection.**
- ▶ **Silence your cell phone.**
- ▶ **Use your full real name on screen.**
- ▶ **Do your best to have a solid or non-distracting background, or utilize a virtual background.**
- ▶ **Use proper lighting.**
- ▶ **Look directly into the camera. Avoid leaning in or away from camera.**
- ▶ **Mute your microphone unless you are speaking to reduce feedback and background noise.**
- ▶ **Be as still as possible while speaking and waiting to speak.**
- ▶ **Speak when asked to do so. Speak slowly and clearly.**
- ▶ **Avoid distractions e.g. typing, eating or drinking. Put pets in another room.**
- ▶ **Do your best to ensure privacy and quiet surroundings during the conference.**
- ▶ **If documents will be used, call the Court in advance regarding preferred method to provide those.**