



## **Best Practices Checklist for Virtual Hearings**

- Have you participated in the “tech-check”?**
  - You are required to participate in a “tech-check” prior to the hearing (see the [NSCA COVID-19 Practice Directive](#).) The Court Clerk will email you the link to both the “tech-check” and to your hearing in advance.
  
- Is your Internet connection stable?**
  - If possible, plug your computer directly into a router, rather than relying on wireless Internet. If you are appearing from home, dedicate all household Internet to your hearing. Ask other household members to refrain from using the Internet during the hearing.
  
- Have you installed all necessary updates on your device?**
  - Make sure your operating system is updated and/or that you have installed all recommended program updates before the hearing.
  
- Do you have headphones?**
  - In order to make sure your audio is as clear as possible, it is strongly recommended that you use headphones or a headset with a microphone.
  
- Is the brightest source of light in the room in front of you?**
  - Have a source of light (a window, a lamp, etc.) illuminating your face. Try not to have the main source of light behind or beside you.
  
- Are you in front of a neutral background?**
  - Your background should be as neutral as possible. It does not have to be a blank wall but should not distract from your submissions.
  
- Have you made sure you will not be interrupted?**
  - The NSCA understands that working from home means certain elements of your environment may be out of your control. Please make best efforts to ensure you will not be interrupted during the hearing.

**❑ Have you organized your space?**

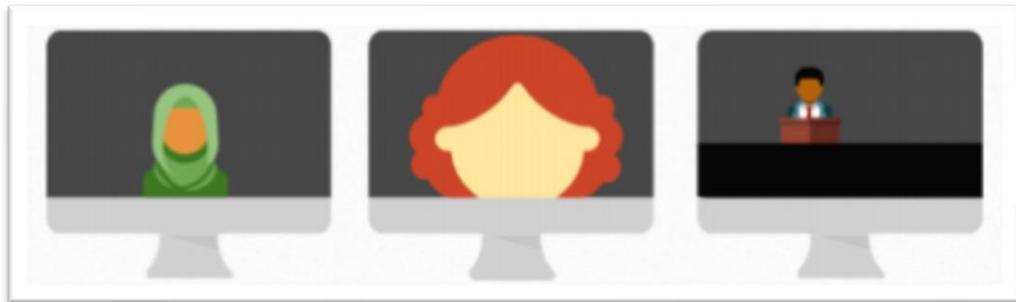
- Make sure you have everything you need within reach, such as paper and a pen to take notes and all appeal materials.

**❑ Are you appropriately dressed?**

- Counsel are not required to gown but may do so if they wish. If counsel choose not to gown, they should wear business attire. Self-represented litigants should wear clothing that is appropriate for court.

**❑ Is your face visible in the frame?**

- Parties are not required to stand to address the Court but may do so if they wish. Please make sure your face is visible and in frame whether standing or sitting. The following graphic prepared by the Federal Court of Appeal provides a helpful guide:



person is clearly visible and in-frame

person is too close to screen

person is too far from screen

**❑ Are you planning to share your screen at any point?**

- If you want to refer to certain documents you have filed with the Court during the hearing, you must provide advance notice to the Court Clerk, so the hearing appointment is created with those permissions in place. It is strongly recommended that you practice using the Share Screen feature prior to the hearing.
- Before sharing your screen, close everything on your computer/device that is unrelated to the hearing and disable notifications.

**❑ Are you logged in early?**

- Join the hearing **at least 15 minutes** before the start time so that you may have time to address any technical difficulties before the panel enters the courtroom.