



## **Best Practices: Zoom Virtual Hearings**

To: The Parties Concerned

Subject: Registry Recommended Best Practices for Zoom Virtual Hearings

Pursuant to the Notice to the Parties and the Profession issued by the Honorable Chief Justice Marc Noël of the Federal Court of Appeal on April 15, 2020 certain cases at the Federal Court of Appeal will be heard by way of teleconference or videoconference. If the case is to be heard by way of videoconference it will be held via [Zoom](#) videoconference platform.

The Registry has assembled a list of best practices to follow while attending and participating a hearing via Zoom.

### **Best Practices:**

- Counsel are required to gown; self-represented litigants must dress in dark business attire.
- Please select a room or area that is quiet and will not be subject to interruption.
- Please be mindful of what you have chosen to have behind you during the hearing; choose a solid neutral colour wall if possible.
- If you intend on using a virtual background for the hearing, be mindful that excess movement can cause your image to disappear within the virtual background.
- Please verify the lighting arrangements in the room you have chosen. Light from a window behind you might blind the camera, making you look dark. Light above you in the center of a room might also cast shadows. Ideally, position a lamp, or sit facing a window, where light is directly on your face. Also, be aware that your monitor casts light that can alter your skin pigmentation.
- Position the camera at your eye level or slightly above eye level.
- Participants should speak one at a time and pause prior to speaking in case there is any audio/video lag.
- When speaking, remember to look directly at the webcam or camera, not at the screen.
- Participants should mute themselves when not speaking in order to avoid any potential background noise. Ensure to mute any cell phones or home phones.
- It is recommended to have a headset or headphones on hand in the event of poor sound quality.
- Ensure your internet connection is tested beforehand. Be prepared to have an alternative solution should your connection fail. You may test your connection and setup with Zoom with a [test meeting](#).
- Screen sharing permission will be determined by the presiding judge during the hearing.
- Communicate any issues during the hearing to the Registry Officer via private chat function.

The parties will be receiving correspondence from the Registry with connection details before the hearing is to take place.

Federal Court of Appeal



Cour d'appel fédérale

If there are questions related to technical support for the Zoom program, please refer to the [Zoom Help Tutorials](#).

If there are questions relating to this Best Practices document or other related procedures, please e-mail the Registry of the Federal Court of Appeal at [Information@fca-caf.gc.ca](mailto:Information@fca-caf.gc.ca).

For information regarding access to hearings, please consult the Federal Court of Appeal's website: <https://www.fca-caf.gc.ca/fca-caf/pdf/Public-and-media-access-to-hearings-EN.pdf>.

**Registry**  
**Federal Court of Appeal**

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