

Best Practice Guide for Remote Court Reporting

**Attorneys
Self-Represented
Litigants**



The following information identifies important elements to consider to optimize remote court reporting to ensure the integrity of the legal record is maintained.



Logistical Issues



- Speak clearly and directly into a microphone
 - If appearing in person, always speak into one of the courtroom microphones
 - If appearing virtually, mute microphone when not speaking
- Clearly state your name and role
- Ensure a quiet environment during your participation to minimize distractions



- Appear on camera to ensure visibility
- Use professional virtual backgrounds



Reporting Proceedings

- Identify yourself each time you address the Court, so the reporter knows who is speaking
- Clearly identify who you represent when speaking on behalf of a client
- Allow reporter to interrupt proceeding if there is an issue or needs a repetition



Transcript Production

- Clarify immediately a mistake or inaccuracy
- Specify if clarifications or timestamps are needed for portions of the record