



## Court of Appeal of Quebec

# Participating in a Quebec Court of Appeal hearing by videoconference

In some cases, you can participate in a hearing of the Quebec Court of Appeal remotely, via videoconference, thereby avoiding a trip to the Court.

Even though you are not physically in the courtroom, the **same rules of conduct** apply to a remote hearing. This quick reference tool sets out a few of these rules, which you must follow at all times.

If you have any doubts, remember that when participating in a hearing by videoconference, you must behave in **the same manner you would have to behave if you were physically in Court**.



Set up the necessary **electronic devices** (computer, tablet or smartphone, headphones, etc.) in an **enclosed and quiet place** where you can be **heard clearly**.



You must take the necessary steps to **avoid** being **interrupted** during the videoconference by another person, a telephone ring, a fax machine, a pet or any other noise, whether from inside or outside.



**You cannot participate** in a videoconference hearing while you are **outside**, in a means of transportation (e.g., in a car) or in premises with physical or sound attributes that could interfere with communications.



The **speed** of your **Internet** connection must be sufficient to avoid interruptions.



Your **background**, that is, what the Court and the other parties will see behind you, can be real or virtual, but must be **neutral** and **appropriate**. You must be seated and your **camera** must be **stable**. You must **point the camera** so that the upper part of your body and your face are visible on screen.



Have the following **items** on hand: paper, pen, glass of water, etc.



No **food** or **drink**, except a glass of water, may be consumed or be visible on screen, whether before the start of the hearing or during the hearing.



**The use of headphones is strongly recommended** in order to improve sound quality. Make sure your headphones are properly configured and are compatible with your device.



You must **mute** your microphone when you are not speaking.

You must wait for the Court's **permission** before **speaking**.

You must inform the Court and the participants if **other persons** are present, whether they are next to you or on the phone.



During the videoconference, you must not:

- **record** the hearing, whether images or sound;
- take **photographs**; or
- take **screenshots**.