

Technical Conditions

The virtual courtroom is easy to use and is secure. It also makes it possible to record discussions.

The hearing will take place on the Teams videoconferencing platform. The platform can be used on a computer equipped with a camera, on a smartphone or on a tablet. You do not need an account to use the platform. You simply have to join the meeting using the link we have provided to you.

However, by downloading the Teams app, you will have access to more functions and facilitate the hearing process. If you want to download the app, you can do so by clicking on the link provided to you for that purpose.

When you join the meeting, Teams will ask you to authorize access to your camera and microphone. You must answer "yes" to this question. You will then be asked to identify yourself for purposes of the meeting. Simply enter your name and status before the Court (Mtre _____, for the applicant).

Moreover, although not mandatory, **the use of headphones is strongly encouraged** in order to improve sound quality. Make sure your headphones are properly configured and are compatible with your device. It is also preferable to mute your microphone when you are not speaking. By lowering the volume and moving away potential sources of interference (cell phone, speaker), you can prevent audio feedback.

We also suggest you make sure that the background where you are located respects the rules of decorum and that the support for your device is stable and broadcasts an image of you at eye level.

In order to avoid technical problems during the hearing, we recommend that you do a test prior to the hearing. In the days preceding the hearing, we can, if you consider it necessary, perform a 5-minute technical test. Please contact us if you would like to take advantage of this possibility.

The hearing will be held in accordance with the usual procedural provisions, save for the necessary adaptations.

The dress code requirements set out in section 7 of the [Civil Practice Regulation](#), section 8 of the [Rules of the Court of Appeal of Quebec in Criminal Matters](#) and section 7 of the [Regulation of the Court of Appeal of Quebec in Penal Matters](#) apply to virtual hearings. Thus, counsel and articling students are required to wear a gown, in accordance with those provisions.

For hearings before a judge alone, all documents required for the hearing and not yet filed in support of the motion or application, including the authorities, must be received at the Court office at least 2 working days in advance. For hearings on the merits, authorities that have not yet been filed must be received at the Court office at least 2 working days in advance.

Lastly, the Court's [Guidelines concerning the use of technological devices in courtrooms](#) apply to the virtual hearing. Therefore, no participant is authorized to capture a screen shot, record the hearing or broadcast it by any means whatsoever.