

Oregon Court of Appeals Video Argument Tips

Preparing to Join a Webex Event

- Depending on your web browser, the first time that you try to join a Webex event you may be prompted to install an add-on for the Webex application.
- Please check with your local IT and/or security team if you have any questions concerning the add-on.

Join a Video Argument Preparation Session

- The first email that you will receive from the Appellate Court Records Section will contain the subject line "Webex event scheduled: Video Argument Preparation Link (Date of Event)." The purpose of this event is to test your connection and to help you become familiar with the procedure. The email will contain an event number and password.
- At the date and time specified in the email, click on the "Join event" link in the email and provide the event number and password.
- You will be connected with the bailiff to ensure that your video functionality is working and, if appropriate, provide the bailiff with information about the time that you want to reserve for rebuttal. When you connect, you will join the event as an attendee and the bailiff will communicate with you individually.
- If you have trouble connecting, or have questions or concerns, please call the Appellate Court Records Section at 503-986-5555.

Join a Video Argument

- The second email that you will receive from the Appellate Court Records Section will contain the subject line "Webex event schedule: Court of Appeals Video Argument Link (Date of Event)."
- At the date and time specified in the email, click on the "Join event" link in the email and provide the event number and password.
- When you connect, you will join the event as an attendee and the bailiff will communicate with you individually. When your case is called, the bailiff will move you into the virtual courtroom as a panelist.
- If you have trouble connecting or have questions or concerns, please call the Appellate Court Records Section at 503-986-5555.

Argument Etiquette

- Avoid using names to refer to parties, victims, and children. In general, please refer to individuals using their designation in the lower tribunal (e.g., plaintiff, defendant) or using an initial. For additional information on how to refer to parties, victims, and children, please refer to the Appellate Court Style Manual at page 103, which is located at the following url: (<https://www.courts.oregon.gov/publications/Documents/UpdatedStyleManual2002.pdf>)
- Absent permission from the court or presiding judge of the panel to proceed otherwise, when remotely appearing in court for an oral argument conducted by video conference, all attorneys and court officials must wear appropriate attire, remain on camera, and conduct themselves as if they were in the courtroom.
- You can argue either seated or standing, but plan for one or the other to avoid moving around during arguments.
- At the beginning of the oral argument, expect the Presiding Judge to confirm that the court can see and hear you and to ask you to confirm that you can see and hear the court.

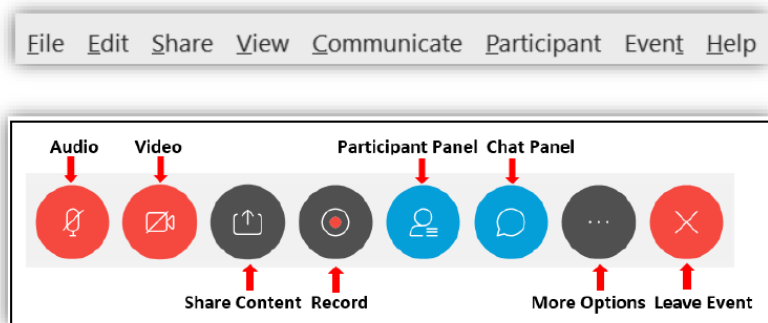
Location

- Find a comfortable and quiet location where you will not be disturbed.
- Avoid rooms that create an echo (e.g., hallway or bare room).
- Ensure that the location has dependable Wi-Fi or a hardwired connection.
- Minimize the use of other devices that may affect the strength of your WI-FI connection.
- If you are using a mobile device, please remain in a stationary location to ensure that your audio and video connection works optimally.

Audio & Video

- Use headphones or earbuds with a built-in mic, if you have them.
- When you are not talking please mute your microphone.
- To avoid overlapping audio, please let one person speak at a time and avoid interruptions.
- Set your computer at eye level and a couple of feet away from you so that you can frame your shot.
- Avoid having windows, blank white walls, or visually distracting backgrounds behind you.
- Adequate lighting (e.g., window or lamp that is placed in front of and slightly to your side) can help improve the quality of the video.
- After joining a WebEx session, the following controls should be visible. If they are not, move your mouse and they will appear.

Basic Webex event controls are available both at the bottom of the screen for attendees and panelists and through the menu bar at the top of the screen. Options are available based upon the role the person is assigned. For example, the content sharing option is only available to the host or presenters and is not available for panelists or attendees.



- **Audio** – mutes or unmutes audio
- **Video** – turns the video function on or off
- **Share Content** – the host or presenter may share their screen or content with the event
- **Record** – controls the recording of the event; only available to the host
- **Participant Panel** – opens and closes the participant panel, which displays the panelists and attendees
- **Chat Panel** – opens and closes the chat panel; only available if chat is enabled
- **More Options** – provides a list of additional actions that may be taken depending on the role of the participant
- **Leave Event** – leaves the event; the host may also end the event from this icon

THANK YOU

- As with any new technological platform, issues may arise as we all begin using this new functionality and the court may need to refine its processes in ways that will benefit the bench, the bar, and the public that we serve. We thank you in advance for your patience, cooperation, and adaptability.