

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

- You will receive one email from the Appellate Court Records Section with the subject line "Webex event scheduled: Court of Appeals Video Argument Link (Date of Event)."
- If you have not participated in a Webex oral argument event or you have changed your technology, internet service, or plan to participate in the argument from a new location, you must join the Webex event 30 minutes prior to the start time to test your connection. You will be provided information to successfully participate in the remote oral argument. Otherwise, you may join the event 15 minutes prior to the event's start time.
- When you connect, you will join the event as an attendee and the bailiff will communicate with you individually to ensure that your video functionality is working. The bailiff will also request rebuttal information, if appropriate. 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 and ask for the calendar clerk.

Audio & Video

- Use headphones or earbuds with a built-in microphone.
- When you are not speaking, 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.
- Adequate lighting 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.



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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>)
- All attorneys and court officials must wear appropriate attire, remain on camera, and conduct themselves as if they were in the courtroom.
- You may argue either seated or standing.
- At the beginning of the oral argument, the Presiding Judge or bailiff will 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 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.