

TELEPHONIC ARGUMENT TIPS FOR COUNSEL

CONNECTIVITY

- We strongly recommend using a landline (or wired VOIP phone line) to participate in the argument. Landlines are more reliable and provide better sound quality.
- If you need to use a mobile line, ensure that you are participating from a location with quality reception. Keep your phone plugged into a charger rather than relying on battery.

BACK-UP MEASURES

- Although we have taken every measure possible to ensure stability and reliability, be sure you keep the courtroom deputy's cell phone number at hand in case you drop from the call.
- If you drop from the call, the courtroom deputy will attempt to reconnect you immediately. Notify the courtroom deputy if you do not receive a call within two minutes of dropping. The courtroom deputy will ask the presiding judge to pause the argument until you are rejoined to the call.

QUALITY AUDIO

- To reduce audio feedback, use headphones and/or lower your speaker volume. Muting your microphone also reduces feedback—remember to unmute to speak.
- Silence sounds and alerts from your equipment.
- Select a quiet location and avoid background noise.

ARGUMENT ETIQUETTE

- You will be informed of the identity of the panel on the morning of argument.
- Be aware that once you are connected to the teleconference, everything you say will be heard by all participants unless you have muted your microphone.
- Judges have been asked to identify themselves and announce that they have a question before posing the question. Be alert for these signals and stop speaking in order to hear and respond to the question.
- If you wish to monitor your time, you must do so separately. The conference manager will ring a bell to signal when your argument time has expired. If you are answering a question, request permission to complete your answer.