



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**.