



# VIRTUAL HEARING CHECKLIST FOR WITNESSES

## Before giving evidence

- Dress in business attire as if you were attending court in person.
- Please have a glass of water and a box of tissues available but no other food or drink.
- Please put your phone on silent and turn off all sound notifications on your mobile and the device you are using for the meeting. Make sure your devices are charged and plugged in.
- Do not have any documents with you, apart from any affidavits you made in the proceedings and a court book (if you have been provided with one).
- You can have a pen and paper with you to take notes.
- You must be on your own while giving evidence. Check the door is closed and if necessary, use a sign on the door to avoid being disturbed.

## When you enter the Teams meeting

- Refer to the Judge as “Your Honour”
- You will be asked to take an oath or affirmation. Choose consistent with your affidavit.
- Do not look at your affidavits until requested to do so.
- You cannot look at your calendar or any other notes on the device you are using to give evidence.
- When you are asked a question, pause before answering to check you have understood the question and to give time for any objection to the question to be made before you answer.
- Look directly at the camera when answering, not at the screen. Speak slowly and clearly.

## Court hours

- Court usually sits from 10 am to 1 pm (with a short adjournment about 11) and from 2 – 4 pm. These hours can change and you will be told when court will resume.
- If there is a break while you are being cross examined, you can not discuss your evidence with anyone during the break (even if it is overnight).