



## Remote Court Reporting Preparation Checklist For Remote Parties to the Proceeding Day of the Proceeding

### Videoconference, Sound and Camera Check

- Know your Zoom meeting phone number: \_\_\_\_\_
- Know your Zoom Meeting ID: \_\_\_\_\_
- Box email address to send marked exhibits to for this job:  
\_\_\_\_\_

*These are unique for each job and found in your Esquire job confirmation email.*

- Computer with web camera for Zoom videoconference & audio source (computer, phone, microphone/speaker combo).
- Internet Access: broadband wired or wireless (3G, 4G/LTE, 5G)  
*Join your Zoom meeting 15-30 minutes early for testing audio, camera, and bandwidth. The Esquire Service Delivery Coordinator will join 30 min prior.*
- Audio test – test your speakers (computer speakers, auxiliary speakers, speakerphone from landline, or headphones – Bluetooth connection not recommended)
- Web camera test – test your web camera (integrated or auxiliary camera)
- Bandwidth test – test your bandwidth ([www.speedtest.net](http://www.speedtest.net))
  - My bandwidth is \_\_\_\_\_  
*5 Mbps minimum upload/download, 10 Mbps is preferred*
- Close all other tabs and applications on your computer
- Close down Roku, Netflix, gaming devices to maximize your bandwidth
- Alerts, chats and texts blocked on all devices
- Turn off or mute Alexa and other “smart” speakers
- Cell phone on Do Not Disturb/no Call Waiting

### Environment Check

- Household settled to avoid disruptions during proceeding
- Other household use of internet bandwidth minimized
- Clutter free, plain background in your video frame
- Do Not Disturb sign on door ☺ (*optional, of course*)
- Proper lighting – Well-lit and not back-lit face
- Face Camera – position yourself to be seen
- Microphone Placement – microphone close to you
- Professional attire