



Remote Oral Argument Instructions

Arguing Attorneys

Please be aware:

If you join a Zoom meeting, you should assume that you are being recorded and live streamed. The meeting will open early to allow for an audio and video check. It is wise to mute yourself after the check and unmute yourself as court is being called into session.

Prior to Oral Argument Day

Downloading and logging in

If Zoom is not already installed on your computer, you may consider [downloading the Zoom Client for Meetings](#). If you have trouble installing this, please contact appellate.helpdesk@courts.in.gov. You may also join the meeting via a web browser.

Please use your full name when setting up your account so that it displays correctly during the meeting.

Invitation

You will receive an email for a Zoom meeting for the oral argument from supreme.court@courts.in.gov. Please add this to your calendar. The meeting will be set to start 15 minutes prior to the scheduled oral argument start time to allow for everyone to get situated and perform a video and audio check.

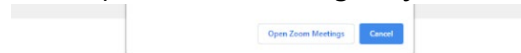
Day of oral argument

Joining a meeting

Position yourself in front of a plain wall, free of any décor. Make sure a window is in front or to the side of you—**not behind**. This is an important step before beginning any Zoom call.

[Join the Zoom meeting](#) by clicking the “Join Zoom Meeting” link in your emailed invitation.

Click Open Zoom Meetings to join the meeting. Or Join From Your Browser.



Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

Once you join, you will be placed into a waiting room. A host will admit you to the meeting shortly.

Please wait, the meeting host will let you in soon.

OCEO Indiana Supreme Court's Zoom Meeting

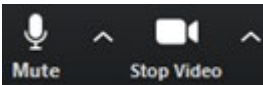
Once admitted, you will be in contact with a staff attorney.

Audio & video

If your internet connection has limited bandwidth or is unreliable, it is recommended that you [dial your audio feed in by phone](#). If you lose connection to the meeting, your audio feed **will** remain connected. If you lose your connection to the meeting all together, reconnect by clicking the meeting link in the emailed invitation.

Be sure to test your [video and audio](#). **Microphone unmuted; camera activated**. Mute and unmute yourself between talking and not talking. Take a pause before speaking to accommodate for audio lag. Deactivate your camera when not speaking unless otherwise instructed (see Oral Argument sequence of events section below).

Microphone unmuted; camera activated



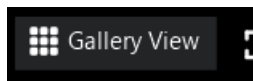
Microphone muted; camera activated



Microphone muted; camera deactivated

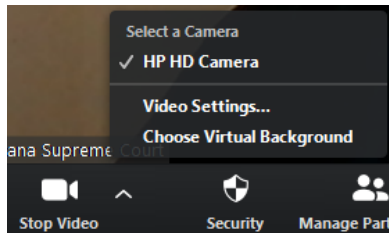


Ensure that **gallery view** is selected the entire length of the oral argument so that you may be able to see the timer, and all five justices. Click this icon in the upper right-hand corner.

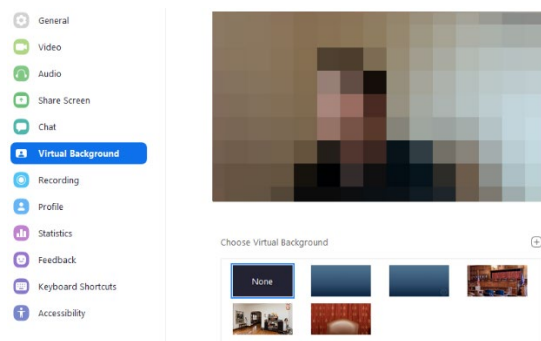


Virtual background: desktop application

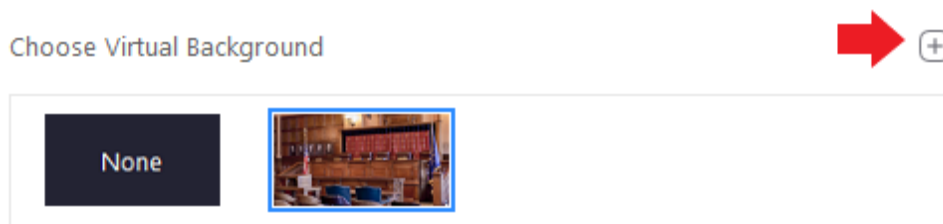
You may consider using a virtual background; it is not required. Click up arrow next to Stop Video and then Click Choose Virtual Background. If you use a background and experience distortion, please deactivate the background. [The Supreme Court is offering this background](#) as an option you may consider.



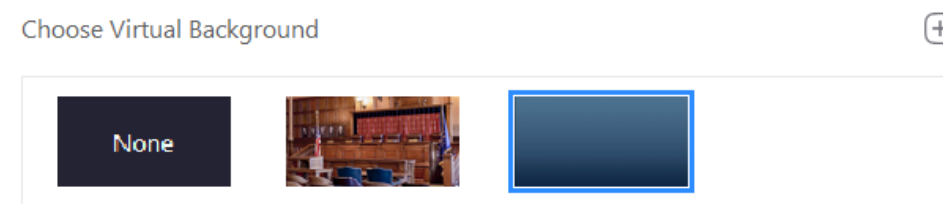
This settings window will appear.



Click the small box with a "+" inside.



Select your desired background in the File Explorer window that appears by clicking on it once.



A preview of your results will be shown above. Close out of the Settings window when finished. Your background will be saved if you use the same device but may need to be activated again by selecting it from your background options. [For more help with virtual backgrounds, visit the Zoom website.](#)

Timer & bailiff

A court employee will call the court into session and be running the timer as usual. It will be in view of the staff attorney's camera. If you lose your video connection, voice a request for the timer to be read aloud.

IT support

If you can't find a way to connect to the meeting, contact one of the following.

IT Line 1	317-691-4056
IT Line 2	317-414-2923
IT Line 3	317-409-7240
IT Line 4	317-366-2436

Virtual meeting best practices

- Mute yourself when you're not talking to prevent background noise
- Only wear solid color clothing. Striped and patterned clothing (including ties) is discouraged.
- Position yourself in a hard-back, non-swiveling chair in front of a blank wall, free of décor and other obstructions.
- Do not sit with a window or light behind you. Light coming from above you may cast undesirable shadows.
- Ensure light is coming from the front or side of you. Light from your computer may cause you to appear slightly blue. Facing a window may assist in the discoloration.
- Position the camera at your eye level or slightly above and about an arm's length away from yourself. Any closer or further away is highly discouraged.
- Look directly at the webcam when speaking, not the screen.
- Do not join the hearing from a large, empty room, such as a kitchen. Being in a smaller room with carpet or other soft surfaces prevents echo.
- Pause prior to speaking, in case there is any lag in audio or video.
- Keep an eye on the timer.

Oral Argument sequence of events

Please arrive early for your argument. The online meeting will begin 15 minutes before your case is scheduled. When you join, you will have an opportunity to test your audio and video, which you should already have tested. Once the preliminary discussions with court staff are complete, and the argument is scheduled to begin, the sequence of events will be:

1. All participants disable their video and mute their microphone.
2. The webcast begins.
3. The bailiff calls the court to order.
4. The justices enter the virtual courtroom by enabling their video while remaining on mute.
5. Chief Justice Loretta Rush welcomes the participants. The Associate Justices enter the virtual courtroom one-by-one and greet the participants.
6. Once all of the Associate Justices are present, all attorney participants turn on their video cameras during the welcome. If the attorneys are asked a question, they should unmute their microphone, respond, and then mute.
7. Chief Justice Rush invites the first party to present their argument.
8. The attorney presenting the argument checks that their video is active and microphone is unmuted; all other participants disable their video and mute their microphone. The timer and all participating justices should be visible on the screen. If that is not the case, confirm that you are in Gallery view and not Speaker view.
9. The attorney presents their argument. The Court will not ask questions of counsel during the first two minutes of argument. After this time, the Chief Justice will begin the questioning. After her questioning is complete, each Associate Justice will get to pose questions in order of seniority. The Chief Justice may interrupt the Q&A to allow the next Justice to pose questions. If any time remains once all the Justices have had the opportunity to question counsel, there may be additional questioning. When finished, the attorney disables their video and mutes their microphone. *Each subsequent attorney follows steps 8 and 9 until the last argument has been presented.*
10. When the last party has finished, all participants activate their video.
11. Chief Justice Rush submits the case.
12. The bailiff closes the court session at which point the webcast ends.
13. The host ends the meeting, which terminates the session for all participants.