

Lincoln County Bar Association

PLEASE DO LIST

1. **Please do** let the Clerks and counsel know ahead of time whether you, your client, and any witnesses will be appearing by video, telephone, or in person.
2. **Please do** provide your client well in advance with instructions on how to download Google Meets. Ask them to do a practice meeting, too!
3. **Please do** provide your client well in advance with the google meets login as well as the phone number and pin number in case they are unable to successfully connect via video.
4. **Please do** let the clerks know if you need to have them send your client a meeting link directly, in case forwarding the link to them does not work. Some have had issues with forwarding the meeting invites.
5. **Please, please, please, PLEASE MUTE your microphone if you are not speaking.** The worst experience that many people have had, other than not being able to connect at all, is dealing with the echoes. If your Judge does not mute, and you hear an echo, please feel empowered to respectfully request that she or he mute when not speaking.
6. **Please do** label and scan copies of exhibits in advance and let other attorneys know if you will need one of their witnesses to have a copy of an exhibit emailed in advance. Judges seem happy to put this directive into scheduling orders, so ask for deadlines to ensure that you don't learn in the middle of cross-examination that your witness doesn't have access to an exhibit about which you are inquiring.
7. **Please do** learn how to screenshare in both Google and Zoom platforms. It can be very helpful, speed things up, and it may make you seem hip.
8. **Please do** continue to keep up with deadlines, especially financial affidavit and child support deadlines if you are handling Family

Matters, because mediators will need to have these documents in advance.

- 9. Please do** share additional tips with me at meehan@berryandburbank.com so that I can expand and update this list. Thank you!