



British Columbia Court of Appeal Practice Directive (Civil & Criminal)

Title: Remote Appearances

Issued: 11 July 2022

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Cite as: *Remote Appearances* (Civil & Criminal Practice Directive, 18 July 2022)

Part 1: Requesting to Appear by Zoom

Persons who wish to appear by video using the Zoom platform must:

1. For Appeals: File a [Request to Appear Remotely](#) no later than ten (10) business days prior to the hearing of the appeal.
2. For Chambers: File a [Request to Appear Remotely](#) with their application materials or responding materials in accordance with the *Chambers Applications* practice directive.

Part 2: Preparing for a Zoom Hearing

For both appeal hearings and chambers proceedings, only the party who appears by Zoom will appear virtually on a television screen in the courtroom. Other parties will be present in the courtroom unless they are also attending remotely.

Parties must conduct a Zoom test call to ensure a stable connection and functioning microphone and video and become familiar with the mute/unmute and start/stop video functions. Zoom usernames must precisely match the name(s) of parties provided on the [Request to Appear Remotely](#).

All Zoom links support H.323/SIP systems.

Part 3: Joining a Zoom Hearing

1. For Appeals: For an appeal, parties should join at least ten (10) minutes before the hearing is set to begin. Parties to an appeal proceeding will join the Zoom hearing by clicking the public Zoom link published on the Court's [Weekly Hearing List](#). Parties will be promoted into the hearing by the Court clerk.

2. For Chambers: For chambers, because the list may run more quickly than expected, parties should join the hearing (20) twenty minutes before it is scheduled. The day before the hearing, parties will receive the Zoom link at the email address provided on the [Request to Appear Remotely](#). If you do not receive it before 6:00pm, check your spam/filter, confirm that your email address is correct on the [Request to Appear Remotely](#), and contact the chambers scheduler at 604.660.2859 the following morning at 9:00am when the registry opens.

Part 4: Rules and Decorum

Parties attending proceedings by Zoom should observe the following:

1. **Attire:** Lawyers should gown for appeal hearings whether they are appearing in-person or by video. Do not gown for chambers.
2. **Sitting and Standing:** Parties appearing by video are not required to stand when the hearing commences or ends, or when they are addressing the Court.
3. **Bowing:** Parties appearing by video are not required to bow at any time.
4. **Decorum:** Parties should make reasonable efforts to find a quiet, private space with a neutral background to make their submissions and should avoid using casual language.
5. **Mute microphone:** To minimize background noise, all participants must mute their microphones when they are not speaking.
6. **Pause for questions/avoid speaking over others during the hearing:** Pause frequently during your submissions to allow the Court to ask questions and avoid speaking over the Court or other hearing participants.
7. **Choose a neutral background:** You may choose a neutral virtual background in Zoom or you may choose to position yourself in front of a neutral physical background. Avoid physical backgrounds that are distracting or which could detract from the decorum of the Court.



Chief Justice R.J. Bauman
Court of Appeal for British Columbia

History:

This is a new practice directive.