



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

Office of the District Court Executive

COLLEEN MCMAHON
Chief Judge

EDWARD A. FRIEDLAND
District Court Executive

MEMORANDUM

TO: SDNY BAR

FROM: Edward Friedland, District Executive

DATE: March 24, 2020

SUBJECT: COURT REPORTER TELE/VIDEOCONFERENCING BEST PRACTICES

In order to ensure that there is an accurate record of proceedings held by tele/videoconference where a court reporter is present, we are asking that you please adhere to the following guidelines:

In preparation for and while engaging in a teleconference:

1. Use a landline whenever possible.
2. Use handset rather than speakerphone.
3. Identify yourself each time you speak.
4. Be mindful that, unlike in a courtroom setting, interrupting can render both speakers unintelligible.
5. **Mute** when not speaking to eliminate background noise, i.e., dog barking, kids playing, sirens, papers shuffling, emails pinging, drinking, breathing. It all comes through. This will also prevent interruptions.
6. Avoid voice-activated systems that don't allow speaker to know when someone else is trying to speak and they cut off the beginning of words.
7. Spell proper names.
8. Have judge confirm reporter is on the line.
9. If someone hears beeps or musical chimes, that means someone has either come in or left the conference. Please be aware that the judge may need to clarify that the reporter has not lost the

line. (This has happened before, and the reporter had to dial back in and tell the judge the last thing that the court reporter transcribed.)

cc: