



SUPREME COURT  
OF THE PHILIPPINES

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# PARTICIPANT'S GUIDE TO VIDEOCONFERENCING HEARINGS

*Step-by-step guide on how to join a  
scheduled court hearing*

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## PROPER ETIQUETTE BEFORE JOINING A VIDEO CONFERENCE HEARING

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**PARTICIPANT'S GUIDE TO**


**VIDEOCONFERENCING HEARINGS**

(Pre-Hearing)


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**1 Confirmation**

Upon receipt of the link to the videoconferencing hearing, participants shall immediately respond to the invite or send an acknowledgment email confirming receipt of the link.

Any participant who did not receive the link at least 24 hours before the scheduled hearing, or who cannot access it, shall immediately inform the court through email, phone call, or other electronic means.
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**2 Confidentiality**

The link to the videoconferencing hearing shall be treated with strict confidentiality and shall not be shared with any other person, unless authorized by the court.
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**3 Be familiar with the platform**

Best to be familiarized with the videoconferencing platform of the court and its features in advance.
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**4 Proper attire**

Wear work-appropriate clothing.
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**5 Be on time**

Best to join 20 minutes before the start of the videoconferencing hearing.
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**6 Proper equipment**

Ensure that all your equipment are working properly. You can make a test call to check the video and audio quality (camera, mic and speaker) before joining the videoconferencing hearing.
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**7 Location**


Ensure that you are in a location that is conducive for videoconferencing hearing. There should be no ambient noise or inappropriate background that may disrupt the proceedings.
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**8 Sufficient lighting**

Ensure the area has sufficient lighting.
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**9 Camera**

Frame the camera correctly.

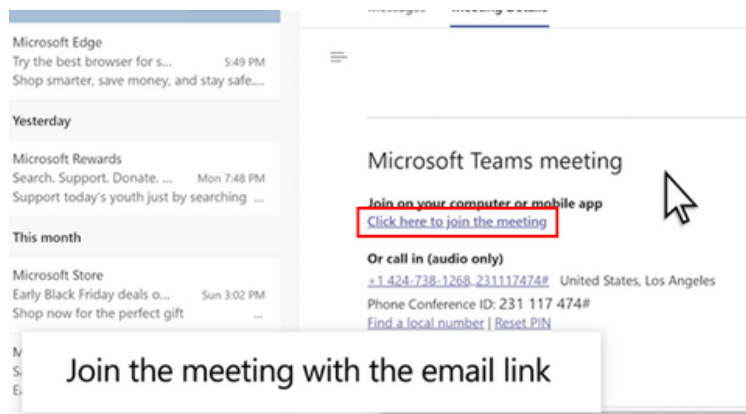


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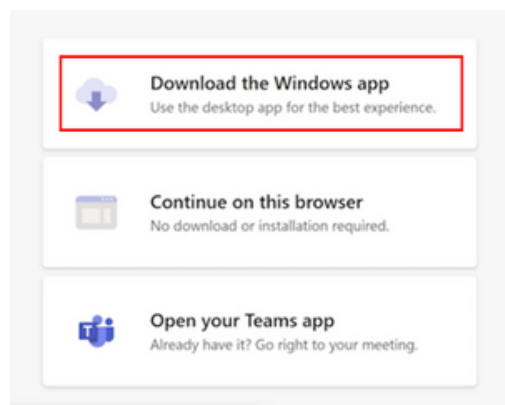
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# HOW TO JOIN A VIDEOCONFERENCING HEARING (VCH) USING A LAPTOP OR DESKTOP COMPUTER

1. In the email invite received from the court, select "Click here to join the meeting" to join a meeting.



*\*\*Your default browser will be opened. It is suggested that you download the Teams desktop application and install it on your device to experience the optimal and full features of MS Teams.*



## INSTALLING MICROSOFT TEAMS

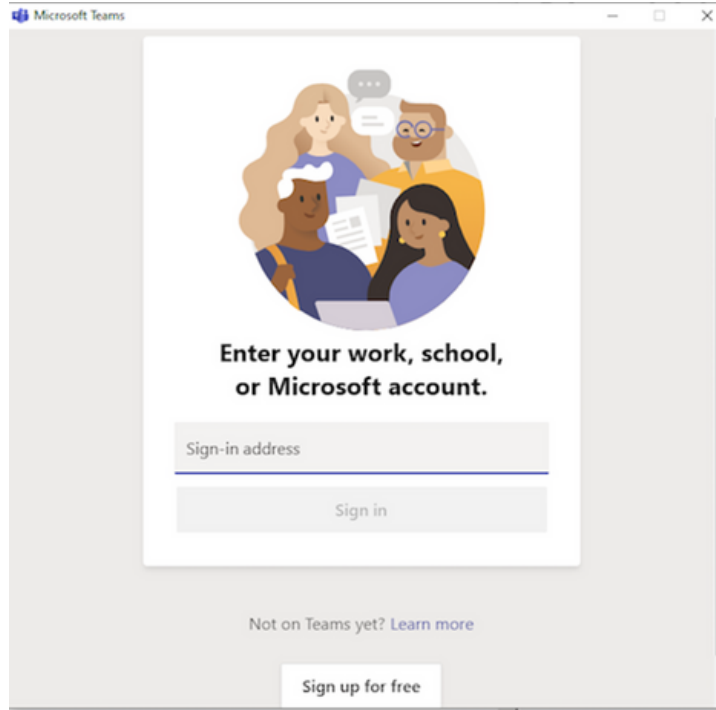
You only have to install the app once.

1. Download the app from Microsoft at <https://www.microsoft.com/en-us/microsoft-teams/download-app>
2. Install the app.
3. When the app is done installing, you will see a screen that asks you to enter your Work, School, or Microsoft account:



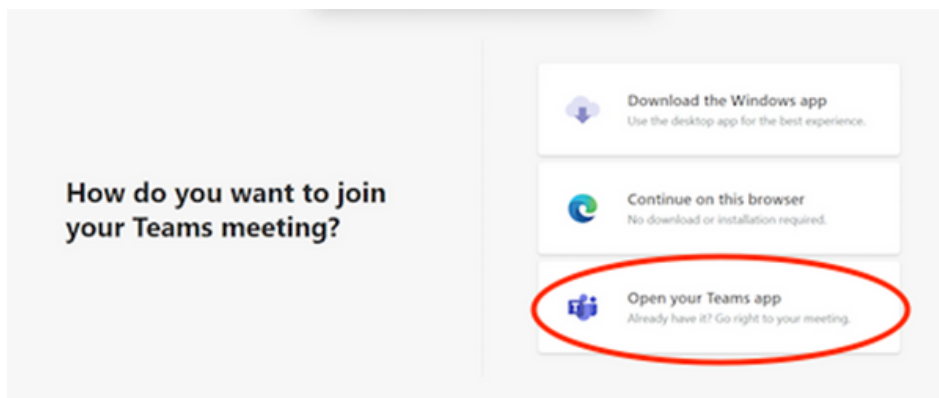
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*Note: You DO NOT need to set up an account and you can close the window or exit the app. Click the meeting link again and follow the instructions below.*

- 2.** If you already have the Teams desktop application installed, please select "Open your Teams app."

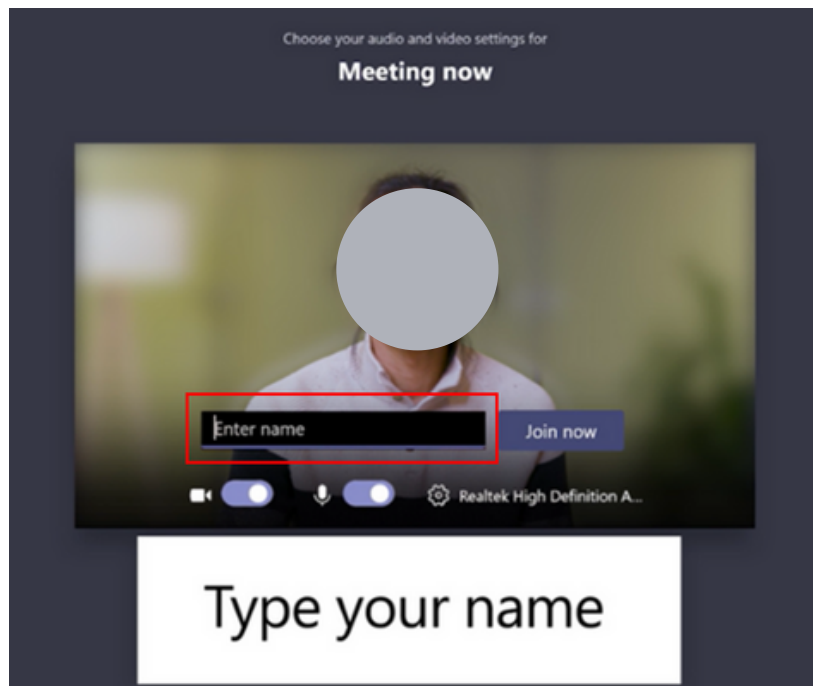


**NOTE:** If you did not download the desktop application or you prefer to join the VCH via the browser, you may choose "Continue on this browser." Please use either **Microsoft Edge or Google Chrome** as other browsers are not yet fully supported by MS Teams.

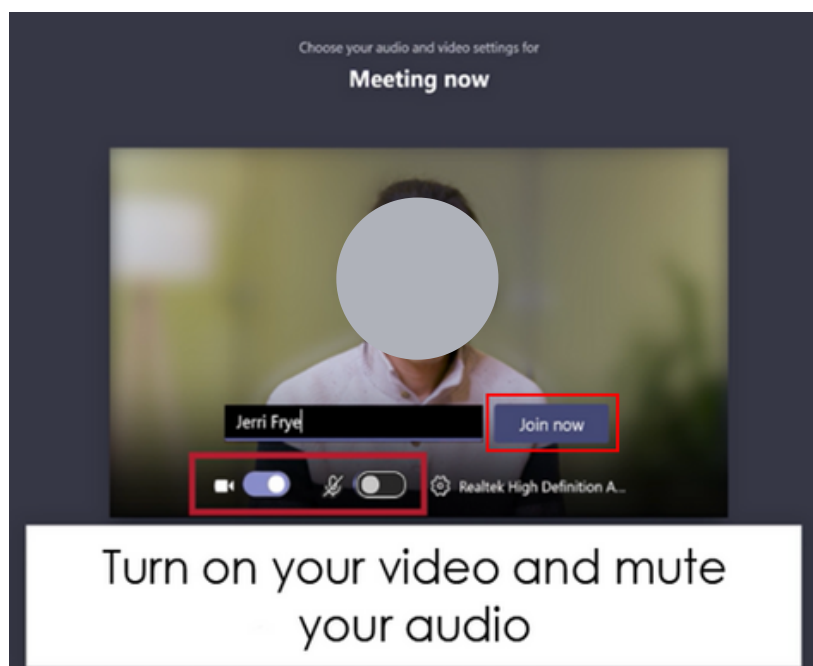
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3. A new window will appear. Please type your full name (e.g., Juan Dela Cruz) for proper identification.



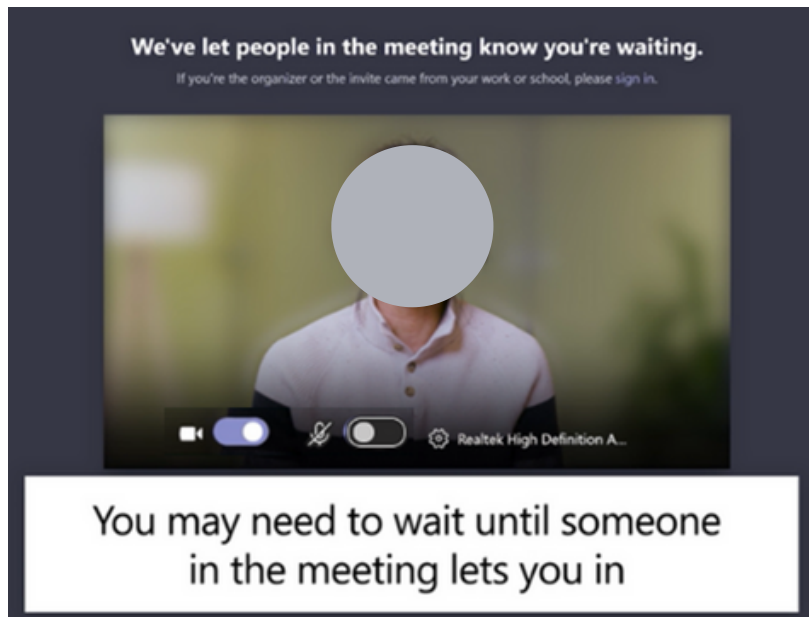
4. Turn on your video and **mute** your audio before joining the VCH.



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5. After clicking the "Join now" button, you will then be redirected to the lobby before the Court admits you to the VCH.



## HEARING PROPER

An infographic with a light purple grid background. It features two main sections. The first section has a blue rounded rectangle containing an illustration of a person wearing a headset and a pair of earbuds. The text reads: "Use earphones or headsets" and "Participants to the videoconferencing hearing are encouraged to use earphones or headsets." The second section has a purple rounded rectangle containing the text: "No unauthorized recording" and "No unauthorized photographing, recording, or re-broadcasting of videoconferencing hearing." To the right of this text is a dark blue circle with a red 'X' and the word "REC" in white.



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### Proper decorum

Pay attention and observe proper court decorum (no raising of feet when addressing the court, no caressing of pets or loved ones, no picking of nose, no sharing of inappropriate contents, etc.).



### On mute

Mute yourself when not speaking. This will help in the orderly conduct of videoconferencing hearings.

### Do not interrupt

Avoid interrupting the person speaking unless necessary (raising objections).



**NOTE:** We are in the process of creating permanent links to the virtual court rooms/VCH. The permanent links will be posted on the Supreme Court website <https://sc.judiciary.gov.ph>. Participants can simply click the links and they will be directed to the virtual court room/VCH.