



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: All Judges  
All Courtroom Deputies  
All Law Clerks

FROM: Edward Friedland, District Executive

DATE: March 24, 2020

SUBJECT: COURT REPORTER TELE/VIDEOCONFERENCING BEST  
PRACTICES

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

**Prior to the conference, court reporters should be provided the following information:**

1. Case information (time of proceeding, name of case, docket number, names of attorneys and whoever else is expected to be on call)
2. Dial-in number
3. Access code
4. Security code (if one is required)
5. In-chambers contact information: chambers phone number, email and cellphone number of clerk handling the case.

**Please provide the following to attorneys before each teleconference:**

In preparation for and while engaging in a teleconference, please follow these guidelines:

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: Court Reporters Office