



CHIEF REGISTRAR'S CIRCULAR

NO: 01 OF 2021

GUIDELINES ON PARTICIPATION IN COURT PROCEEDINGS BY VIDEO CONFERENCING

This circular is to be used as a guide on court proceedings conducted by video conferencing *via* a recognised online platform. All parties participating in the video conferencing ("VC") must abide by the following rules of conduct:

1. Court Dress and Etiquette

- a. All parties appearing for court proceedings by VC must proceed with the hearing as if they were appearing in Court in person, and must comply with all Court rules of dress and etiquette. It will not be necessary to stand and/or bow to the Court at the start or end of the hearing or to stand when addressing the Court, when otherwise required to do so for physical attendance.

2. Recording of sessions

- a. Recording of VC hearings in video, audio or any other form is strictly prohibited. In appropriate cases, the Court may require an undertaking that no such recording will be made.

3. Attendance of parties

- a. The Court is to be informed of all persons in attendance at the VC hearing even where they are not captured within the video frame. Where possible, all attending persons are to be seated within range of the video camera. No person should be attending the VC hearing if the Court is not aware of their presence.
- b. Parties are advised to log in at least 5 minutes before the scheduled hearing.

4. Naming Convention

- a. Please comply with the naming convention for your display name. Kindly state in the following order:
- i. the case number (if any);
 - ii. your law firm (if any);
 - iii. your first and last name; and
 - iv. Party you are representing (e.g. DPP, DEF, and FOR D1 etc.)

5. Background

- a. Parties should use a private and quiet location to participate in the VC hearing. Parties are to be mindful of the backdrop to be shown on screen, and should opt for the use of a non-descript backdrop (eg, a plain wall, window blinds, suitable virtual background etc).

6. Adjournment of Court proceeding via VC

- a. If, for any reason, the Court considers that it is not expedient for any proceedings to continue via VC, he or she may:
- i. Adjourn the matter and require parties to attend Court personally on an appointed date and time; or
 - ii. Make any other direction that may be appropriate in the circumstances of the case.

7. Physical Attendance

- a. Where physical attendance is appropriate, not more than two (2) lawyers or litigants per party may appear at the hearing.



[Haji Abdullah Soefri bin POKSM DSP Haji Abidin]
Chief Registrar
Supreme Court

Dated: 3rd November 2021
Reference: SC/CRC/A14