



Guidelines for Witnesses

- Dress neatly in clothing that helps you feel secure.
- Bring all records and documents requested.
- Arrive for court one half hour before the designated time.
- Bring a mask that you can comfortably wear while testifying.
- If testifying remotely by Zoom:
 - Test your equipment in advance to make sure everything works.
 - Connect to the hearing from a quiet location free from distractions.
 - No one else should be present in the same room or within earshot while you are testifying.
 - Do not have any documents, media or devices with you while testifying unless directed by the Court.
- Tell the truth. You are testifying under penalty of perjury.
- Do not memorize your testimony. Speak in your own words.
- Speak slowly, clearly, and loud enough for everyone present to hear you.
- Do not joke
- Be courteous.
- Be prepared to answer question from the Judge and the other party.
- Do not discuss your testimony or the case with or in the presence of others.
- Listen to each question very carefully.
- Wait until the question is fully asked before answering.



- Do not try to answer if you do not understand the question. You can ask for clarification.
- Do not look to anyone else for help, guidance, or approval while you are testifying.
- Do not guess at an answer. If you do not know, say so.
- Do not continue to answer a question if someone objects.
- Do not over-explain. State your point clearly and briefly.