



**COMMUNITY COURT OF JUSTICE, ECOWAS  
COUR DE JUSTICE DE LA COMMUNAUTE, CEDEAO  
TRIBUNAL DE JUSTIÇA DA COMUNIDADE, CEDEAO**

**LAWYERS AND PARTICIPANTS  
GUIDELINES FOR  
VIRTUAL COURT SESSION**



## LAWYERS AND PARTICIPANTS GUIDELINES FOR VIRTUAL COURT SESSION

In accordance with the Practice Directions on Electronic Case Management and Virtual Court Sessions, 2020 of the ECOWAS Court of Justice, the following guidelines are expected to be complied with:

1. All Lawyers must include e-mail address in every document lodged before the Court. This has become the main medium of communication with lawyers. See Article 3 (1), (2) and (3) and Article 5 (3) of the Practice Direction of 2020.
2. All Lawyers are expected to liaise with the Registry Department, ahead of the date of any Virtual Court Session, to ensure that the following requirements for successful court session have been fulfilled:
  - a. For a full screen visual resolution, endeavor to make use of a Computer System (Desktop, Laptop or a Tablet). Using a Telephone restricts the visual resolution to a portrait view only.
  - b. The use of headset with background noise reduction is mandatory
  - c. For a smooth and uninterrupted session with stable bandwidth, endeavor to connect your device to a good and stable Wi-Fi network.
  - d. Download Zoom and Open an Account, verify your zoom account with your valid email, upload your profile picture with an official portrait of the Lawyer.
  - e. The Registry of the Court will send Hearing Notices to Lawyers by email with Hearing Date, Time of Session, Business of the day and access information such as the Meeting ID and Password.
3. In accordance with Article 5 (4) of the 2020 Practice Direction, Lawyers are expected to connect about 30 minutes before the commencement time of the Session for pre-registration checks to verify the following:
  - a. That they have been accredited/approved to participate as Lawyers and Parties. Only accredited participants shall be allowed

- to join the sessions. See Article 5 (6) of the 2020 Practice Direction.
- b. That they are in a quiet environment, devoid of any form of background noise and distraction.
  - c. That their connectivity is good,
  - d. That they rename their devices to their designation and official name e.g “PLAINTIFF’S LAWYER – Thomas Smith”
  - e. That all documents required for the Court session have been received and processed by the Registry,
  - f. That they select their preferred languages for interpretation,
  - g. That their microphone and visual camera are working perfectly,
  - h. That the Lawyers are properly robed according to their legal system and jurisdiction. See Article 6 (4) of the 2020 Practice Direction.
  - i. And, await the arrival of the Hon. Judges.
4. During Court Session, Lawyers shall ensure the following:
- a. That their microphone is muted and Camera is disabled, to maintain decorum and ensure strong bandwidth for the virtual court session.
  - b. That Lawyers must only make use of the “RAISE HAND” icon to seek audience from the Court and must only speak when the Court grants approval.
  - c. That device microphone and camera must ONLY be unmuted and activated accordingly, when addressing the Court and disabled again immediately after. See Article 6 (3) of the 2020 Practice Direction.
  - d. That they speak slowly to allow for simultaneous interpretations. See Article 6 (5) of the 2020 Practice Direction.
5. Nobody is allowed to share any file nor record any proceedings, without the express approval of the Court. See Article 7 (2) of the 2020 Practice Direction



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10 Dar Es Salaam Crescent,  
Off Aminu Kano Crescent,  
Wuse II, Abuja - Nigeria.  
PMB 567 Garki, Abuja

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[info@courtecowas.org](mailto:info@courtecowas.org), [Registry@courtecowas.org](mailto:Registry@courtecowas.org)



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