Remote Jury Selection Webex Instructions for Jurors

Requirements

Participants will need one of the following devices, in addition to an invitation link or the meeting ID:

1. A desktop or laptop with a camera, the Webex Meetings App downloaded on the device, and an internet connection sufficient to reliably support video conferencing.
   - Click here to download the Webex app on your device.
   - You will be prompted to enter your name. Please enter your first and last name in the fields provided (this step is important because this is how your name appears in the trial)
1. A smartphone or tablet with a camera, the Webex Meetings App downloaded on the device, and an internet connection sufficient to reliably support video conferencing.
   - The app is available to download for free through your phone's app store.
   - You will be prompted to enter your name. Please enter your first and last name in the fields provided (this step is important because this is how your name appears in the trial)
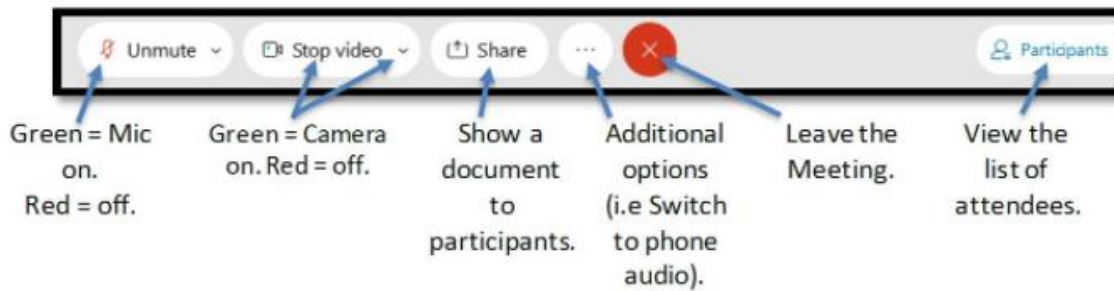
Preparation Checklist

1. Watch the instructional video on joining and participating in a remote trial as a juror.
2. At least a day before the trial, choose how you will join Webex and test it out. If you are using the computer app, you can test out Webex here. Be sure to test both the device you intend to use and the internet connection you intend to use.
3. Make sure you are in a quiet, private location for the trial.
4. Make sure you have a good internet connection, sufficient to reliably support video conferencing and good phone service.
5. Join the Webex 15 minutes before the hearing starts.
6. Do not have a light source behind you – instead, light can be in front, to the sides, or above you. (Having light, like a window, behind you will make it very hard to see you.)
7. Use video and position your webcam/video at eye level.
8. Make sure the view behind you is not cluttered – consider sitting in front of a wall, in an office, in front of curtains, etc.
9. Remember that you are in court, in a formal trial. The same expectations of appropriate dress and behavior apply.
10. If possible, use an external microphone, or headphones with a built-in microphone (to prevent echoes and feedback.)

During jury selection

1. **If you get disconnected, immediately text or call the Operations Assistant. You will be given this information when you first log in for the start of jury selection.**
2. Keep yourself muted and only unmute when you need to speak. Mute when you are finished.

Webex Controls

| Green = Mic on. Red = off. | Green = Camera on. Red = off. | Show a document to participants. | Additional options (i.e Switch to phone audio). | Leave the Meeting. | View the list of attendees. |

How do I join remote jury selection via Webex?

There are multiple ways to join:

1. Desktop App (Computer, Laptop) | Click here for detailed instructions
   - This is the recommended method. You will need to download the app prior to joining. Download the app in advance of the trial.
2. Browser (Computer, Laptop) Click here for detailed instructions
   - Useful if you cannot download or install an app on your device.
3. iOS or Android App (Smartphone, Tablet) | Click here for detailed instructions
   - Join by using the Webex phone app. You will need to download the app prior to joining. Download the app in advance of the trial.

What if I do not have a microphone, or poor internet makes my voice sound choppy?

You can join using either the desktop app or browser and have Webex "call" your phone. You will still see all the participants on your screen, and they will hear you, but the audio will go through your phone line.

- In the pop-up window before you Join the meeting, click Use Computer Audio for a list of options.

- Choose the Call Me option, and type in your phone number.
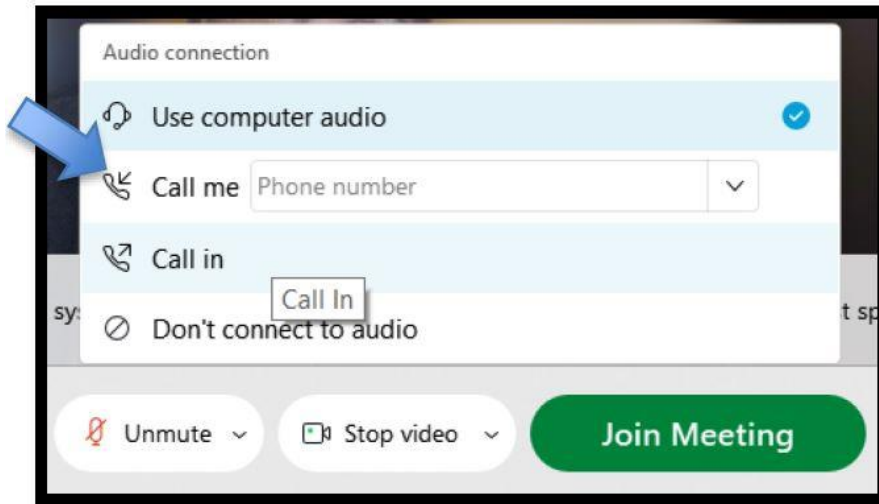
- You will receive a call prompting you to press "1", and your audio will be connected to the trial.

How do I make sure I can connect to a remote jury trial via Webex before it starts?

Webex allows you to test your equipment prior to joining a call. Ensure that you have the Webex meeting application installed.

Visit [this link](#) with your mobile device, laptop or desktop to do a trial run within the platform.

- You will be prompted to provide your name (use your first and last name) and email address.
- Then click "join," by hovering over the bottom right hand corner on the speaker icon, it will turn into 'settings,' where you are then able to test your speakers and microphone.

What if I see 'You can join the meeting after the host admits you'?

This message means you have been temporarily placed in the lobby by the meeting host. You will be readmitted to the hearing at the Judge's discretion.

If you lose audio *during* a hearing, text or call the Operations Assistant immediately.
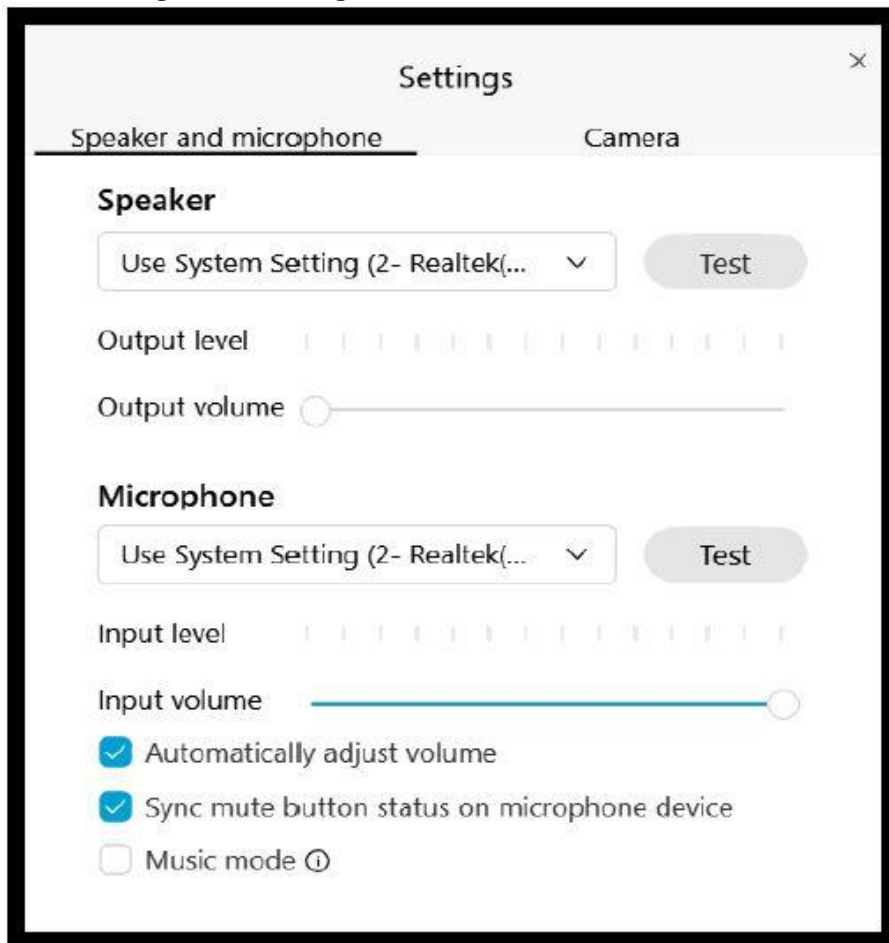

When you first join the hearing, if you cannot hear other participants or they cannot hear you, try these steps before calling the Operations Assistant.

Is your volume up? Are you sure you are not muted? If these are ok…

- Open the Audio & Video menu on the top menu bar.
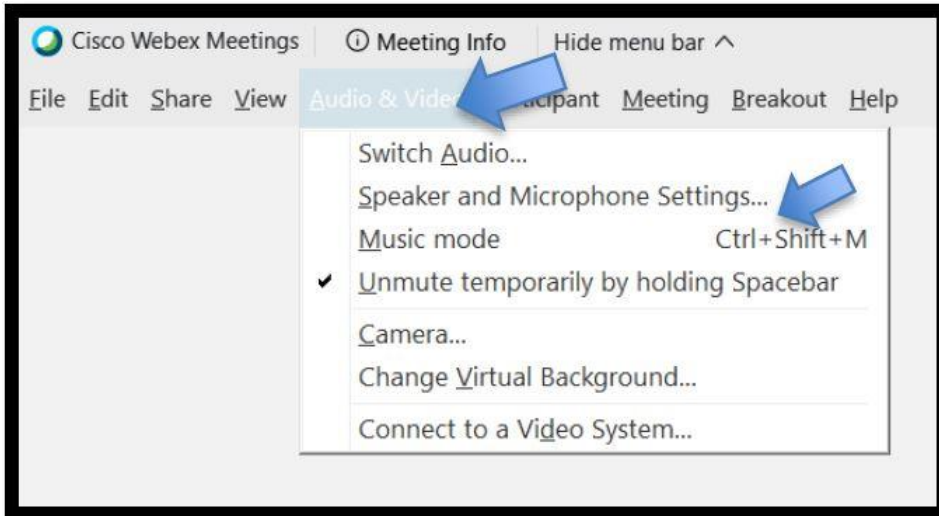
- Click the "Speaker, Microphone, Camera" button.

- The pop up will provide you with an opportunity to change your speaker (where you hear the meeting), microphone (how people hear you), or the video you use.
- If this does not fix your issue, please text or call the Operations Assistant for help.

How do I raise my hand in Webex?

- Click on the "participants" button

- Next to your name, click the "raise hand" symbol
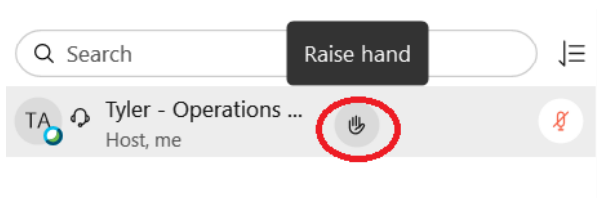
- To lower your hand, click the same symbol again