

Remote Jury Trial Webex Instructions for Attorneys

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 capable of video conferencing.
 - Click [here](#) to download the Webex app on your device. Enter your first and last name in the fields provided (this is how your name will appear in the trial)
2. A smartphone or tablet with a camera, the Webex Meetings App downloaded on the device, and an internet connection capable of video conferencing.
 - The app is available to download for free through your phone's app store.
 - Enter your first and last name in the fields provided (this is how your name will appear in the trial)

Preparation Checklist

1. Watch the instructional video on joining and participating in a remote trial.
2. Well in advance of the trial, 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 to reduce background noise.
4. Make sure you have a good internet connection and good phone service. If possible, use an ethernet cord to plug into your modem directly – this will give you a much better connection than Wi-Fi.
5. Join the Webex 15 minutes before the meeting 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.
10. If possible, use an external microphone, or headphones with a built-in microphone (to prevent echoes and feedback.)

During the Trial

1. **If you get disconnected, immediately text or call the Operations Assistant. You will be given that number at the start of the trial.**
2. Keep yourself muted and only unmute when you need to speak. Mute when you are finished.

Webex Controls



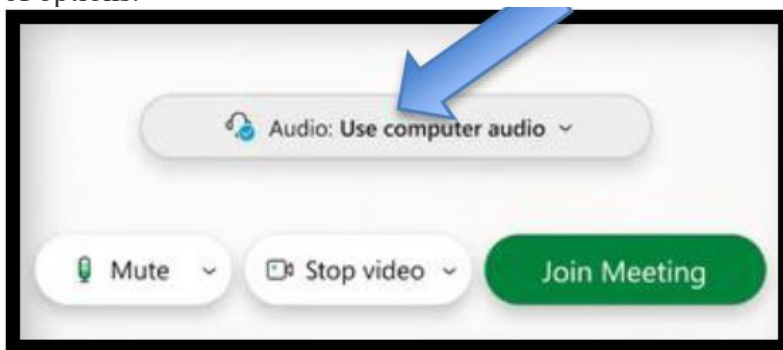
How do I join a remote jury trial via Webex? There are multiple ways to join:

1. Desktop App (Computer, Laptop) | Click [here](#) for detailed instructions.
 - o 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, Chromebook) | Click [here](#) for detailed instructions.
 - o Useful if you cannot download or install an app on your device. We do not recommend using the browser, especially if you intend to share content.
3. iOS or Android App (Smartphone, Tablet) | Click [here](#) for detailed instructions.
 - o 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. We do not recommend that attorneys use the smartphone app for a trial.

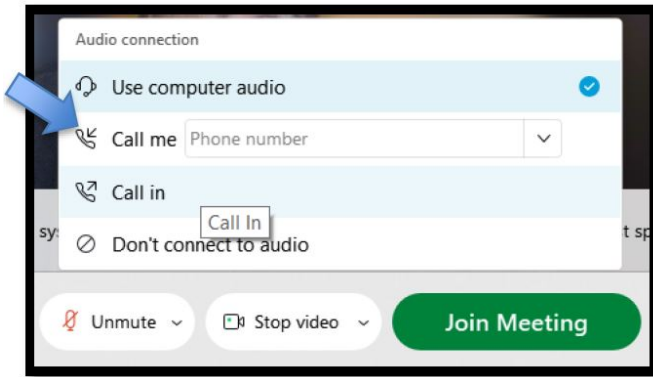
What if I do not have a microphone, or poor internet makes my voice sound choppy?

You can join using the desktop app 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 meeting.

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.

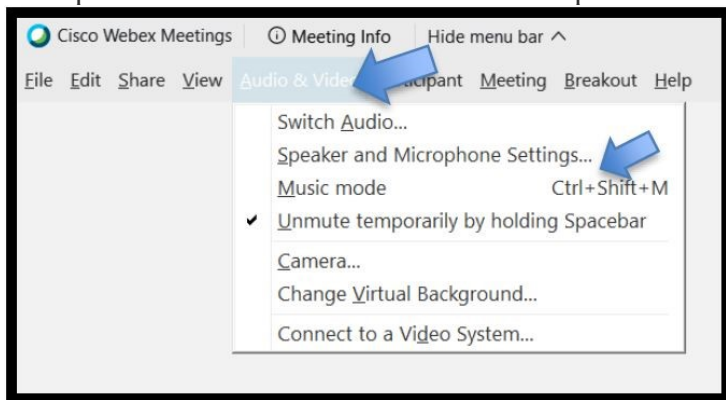
- You will be prompted to provide your name and email address. The way you enter your name is the way it will be displayed in the trial.
- Then click “join,” by hovering over the bottom right-hand corner on the speaker icon, it will turn into ‘settings,’ where you are then able to test your speakers and microphone.

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

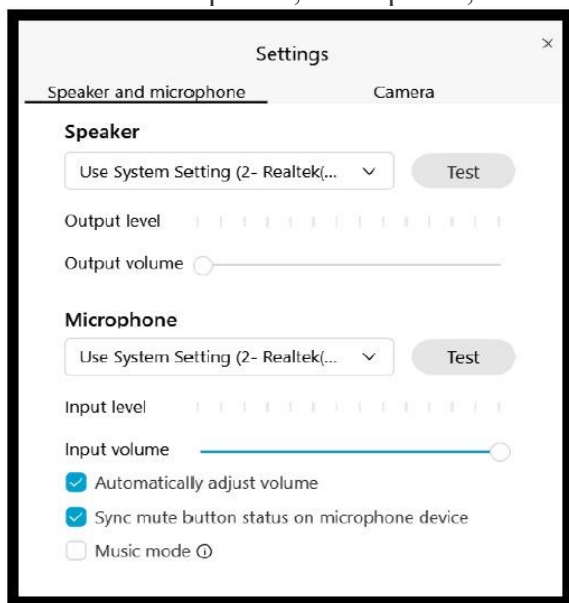
When you first join the hearing, if you cannot hear other participants or they cannot hear you, try these steps before calling the Operations Assistant.

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 can I have a private conversation with my attorney, client, or colleague?

Breakout rooms allow individuals to temporarily leave the meeting to join a ‘smaller,’ more personal meeting. (At this time, breakout rooms are available for people who are participating via the Webex app on a computer or with the Webex app on a smartphone. In the coming months people who have called in on a phone line will also be able to use breakout rooms.)

You will receive a pop-up window that notifies you when you are able to join a breakout session, which you can accept or deny. When leaving the breakout session, navigate to the red icon that looks like a door. This will allow you to return to the main meeting.

How do I share files in Webex?

There are multiple ways to share in Webex. The instructions below cover the most straightforward methods. These instructions are for the Webex app on a computer. All other sharing methods will have limited functionality. Download the Webex app [HERE](#).

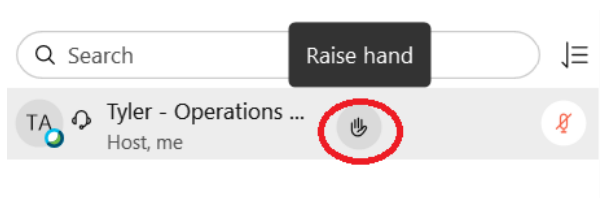
View sharing guide: [External Webex Users Sharing Guide](#)

How do I raise my hand in Webex?

- Click on the “participants” button

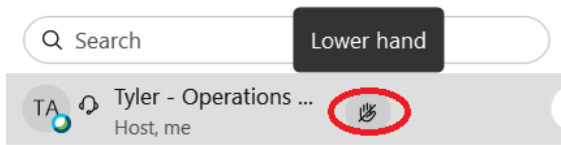


- Next to your name, click the “raise hand” symbol



- To lower your hand, click the same symbol again

▼ Participants (1)



Are Webex trials recorded?

Currently, hearings are being audio recorded in the courtroom, just like in-person hearings. If the court switches to video recording, you will be notified.

If you have any questions about Webex that are not answered here, please review the instructional video, and contact the Operations Assistant is needed.

If you have any questions about anything else pertaining to the trial, [call the court](#) for assistance.