UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF VIRGINIA

Virtual Trial
Juror Reference Guide

March 2021

Table of Contents

Virtual Juror Reference Guide 3
Technological requirements 4
Zoom Tutorials: 4
Zoom Application controls 5
Zoom Breakout Rooms 7
Zoom Chat 7
Jury Room 9
Exhibits 10

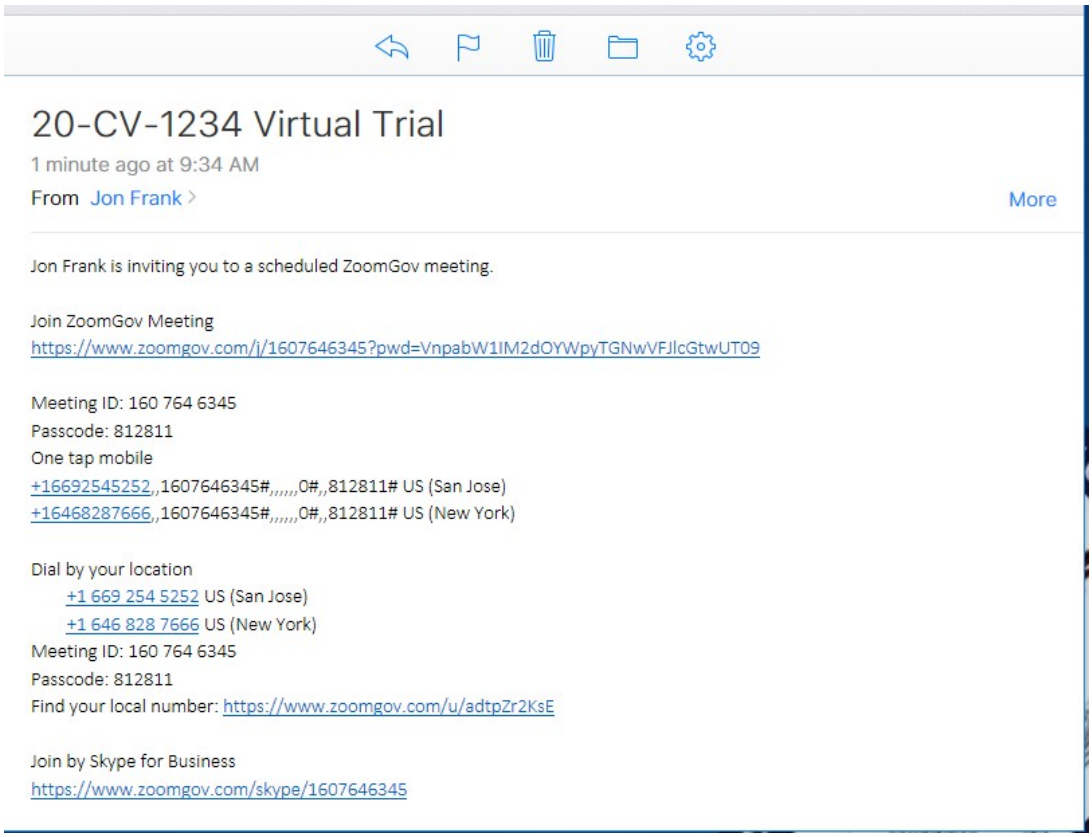
Virtual Juror Reference Guide

The U.S. District Court of Western District of Virginia has prepared this reference guide to help you **prepare for the jury selection process or serving as a juror.**

The court expects all participants to treat video hearings as though they were in a courtroom with proper attire and professional conduct.

If you have been summoned for the jury selection process or if you have been chosen as a juror, you will receive a ZoomGov invitation by email from the courtroom deputy for the Judge presiding over the trial.

Example email:



20-CV-1234 Virtual Trial

1 minute ago at 9:34 AM

From Jon Frank >

More

Jon Frank is inviting you to a scheduled ZoomGov meeting.

Join ZoomGov Meeting
https://www.zoomgov.com/j/1607646345?pwd=VnpabW1IM2dOYWpyTGNwVFJlcGtwUT09

Meeting ID: 160 764 6345
Passcode: 812811
One tap mobile
+16692545252,,1607646345#,,,,,,0#,,812811# US (San Jose)
+16468287666,,1607646345#,,,,,,0#,,812811# US (New York)

Dial by your location
+1 669 254 5252 US (San Jose)
+1 646 828 7666 US (New York)
Meeting ID: 160 764 6345
Passcode: 812811
Find your local number: https://www.zoomgov.com/u/adtpZr2KsE

Join by Skype for Business
https://www.zoomgov.com/skype/1607646345

Please note that the email may differ slightly, depending on your email service provider.

You should join the Zoom meeting giving yourself plenty of time to check your connection, video, and audio settings to ensure there are no technical issues. See the next page for technological requirements. The court highly recommends, if possible, that you download and install the Zoom application to your device.

Technological requirements

You will need a computer (highly recommended) or tablet (not recommended) with speaker or headphones, a microphone, and a camera. If using a computer, you may be prompted to download and run Zoom (highly recommended). If using a tablet, you should download the free Zoom app in advance of connecting to the Zoom meeting.

Using headphones with a microphone is preferred to reduce other noise and feedback. Also consider using a web camera for better video quality.

Internet Connectivity Speeds – minimum upload speed is 800kbps and minimum download speed is 1.0Mbps. For gallery view and/or 720p HD video you need 1.5Mbps upload and 1.5Mbps download.

www.speedtest.net is a free internet connectivity speed test. It is critical to test connectivity in real world conditions such as internet use by multiple users and higher traffic during business hours.

You can find the technical support details at: ***https://support.zoom.us/hc/en-us/articles/201362023- Systemrequirements-for-Windows-macOS-and-Linux.***

Zoom Tutorials

Zoom has several online video tutorials that can help you get set up to use Zoom.

Join a Meeting - https://youtu.be/hIkCmbvAHQQ

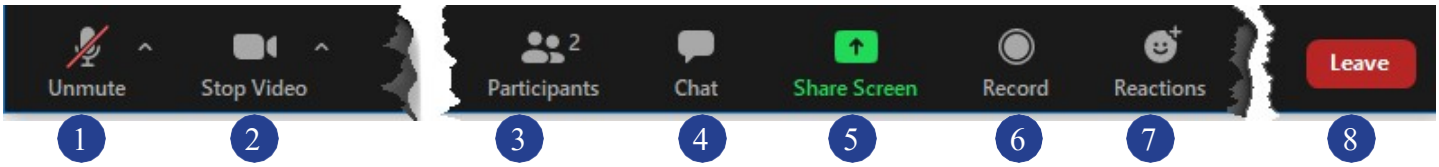
Joining & Configuring Audio & Video - https://youtu.be/-s76QHshQnY

Meeting Controls - https://youtu.be/ygZ96J_z4AY

Zoom Application controls

On a computer, a menu bar containing participant tools may appear and disappear as you scroll over the Zoom meeting, typically at the bottom of the screen. Mobile app interfaces will appear differently but contain most of the same functionality.

Computer

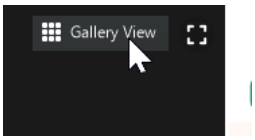


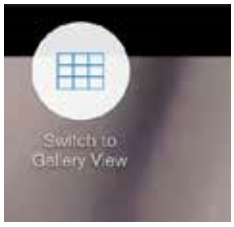
Controls

1. Mute/Unmute your microphone – Click the up arrow next to the microphone icon to open audio settings. Here you change your speaker and microphone settings.
2. Start/Stop your video feed (Turn on/off camera) – Click the up arrow next to the camera icon to
   open video settings. Here you can change your camera settings.
3. Participants – Click to open a pop-out screen that shows a list of participants in the meeting.
4. Chat – Click to open the Chat panel where you can start or respond to a chat message.
5. Share your screen – This is NOT used by jurors.
6. Record – not available
7. Reactions. This is disabled.
8. Leave Meeting – Leaving the meeting will disconnect you. ***You should not leave the meeting unless directed by the court.***
9. iPad only - More features

iPad Controls

Somewhere on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Gallery view" tiles all the meeting participants. You can change this on your device as needed. See example below:





Zoom can only display a certain number of participants at a time. If you are using an iPad, this number is smaller than what is available on a computer*. It is important for you to be able to see and observe as many participants as possible, particularly the Judge, attorneys, and witnesses. To maximize the number of participants you can view, you can have Zoom display only participants who are using video. Zoom would only show a box with the name of a participant not using video.

Once you have joined the court proceeding you will see all the participants. If there are participants who have joined with their video off, you will see a box with just their name. Hover your mouse over this box and you will see an ellipses button ···.

Click this button and you can select Hide Non-Video Participants.

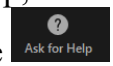
*This option is not available on an iPad.

If you turn on Hide Non-Video Participants, you can't move the participant video windows around on your screen. This is only available if this feature is NOT turned on.

Zoom Breakout Rooms

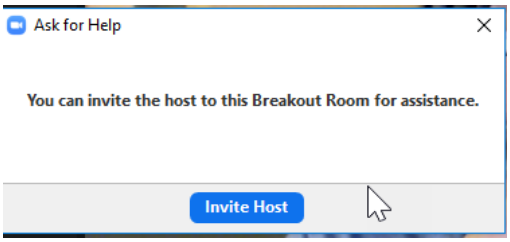
During the trial, court staff may move all jurors to a separate room in the Zoom platform. This could happen if the attorneys need to confer with the Judge without jurors present. In a physical courtroom you would be moved to a jury conference room. In the Zoom platform, this is a virtual (breakout) jury room. In this virtual room you will be able to see and confer with your fellow jurors.

During deliberations, you will be moved to a virtual (breakout) jury room, where you will discuss the case with your fellow jurors and decide the outcome of the case, as instructed by the Judge.

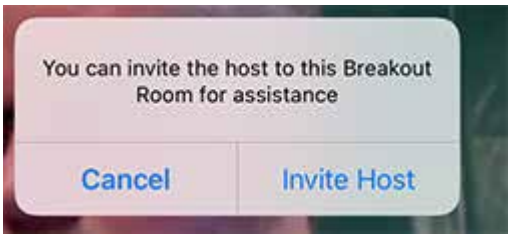
During this deliberation period you may need help, have questions, or want to signal that you have reached a decision; you can use the 

button. Clicking this button will invite the Host of the trial (the courtroom deputy) to the virtual (breakout) jury room.

The presiding juror for the jury would be the person to do this.



Windows/Apple Computer



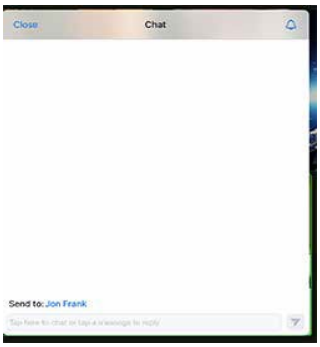
iPad

Zoom Chat

There may be times during the trial when the Judge or court staff will direct you to correspond with the court using the chat feature in Zoom. This feature is restricted so that you can only correspond with court staff, which would normally be the courtroom deputy, but could also be the Judge presiding over the trial.

When you click the chat button (See 4 under Zoom Application controls), the chat panel will open.

Windows/Apple Computer



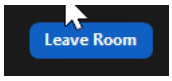
iPad

You will see that you can only send a private chat message to court staff.

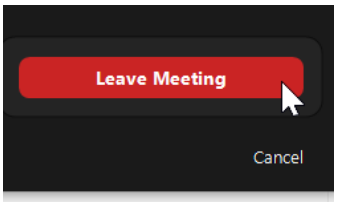
Jury Room

Throughout the jury selection process, trial, and jury deliberation, you will be moved into a virtual jury room. In the jury room you will be able to see and interact with your fellow jurors. The court will try to let jurors know the length of time they will be in the room, with the exception of deliberation.

At no time should you leave the jury room unless directed to do so.

Clicking the Leave Room button 

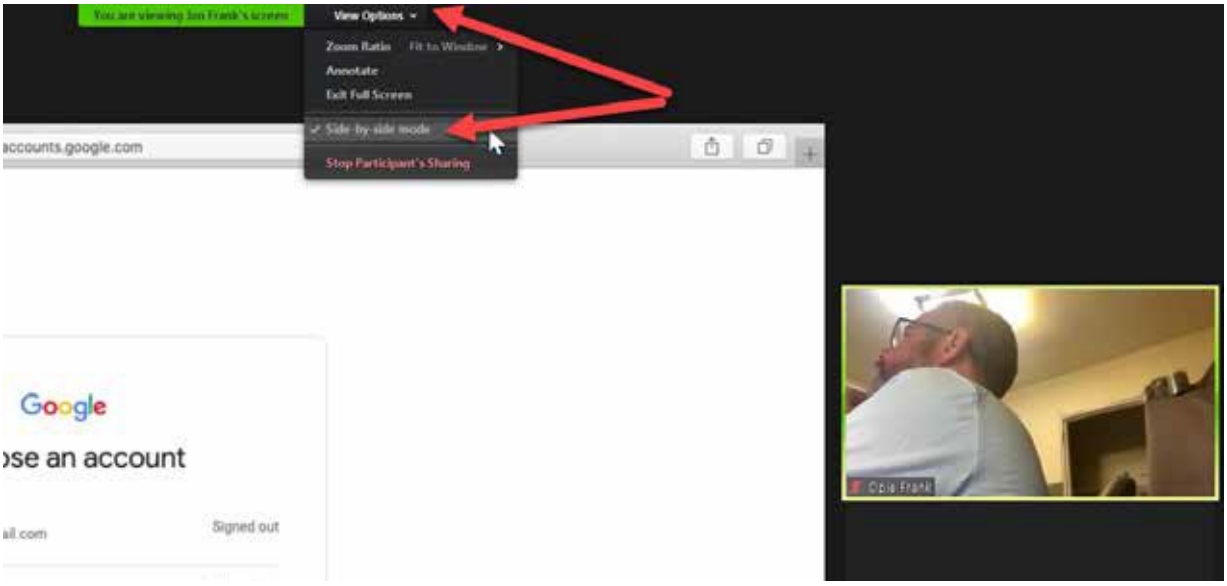
will only give you the option to leave the meeting (trial).



Exhibits

Throughout the course of the trial, each party may display exhibits. They will do this by sharing their screen. You will want to make sure your view settings are set so that you can still see the key participants and the exhibits.

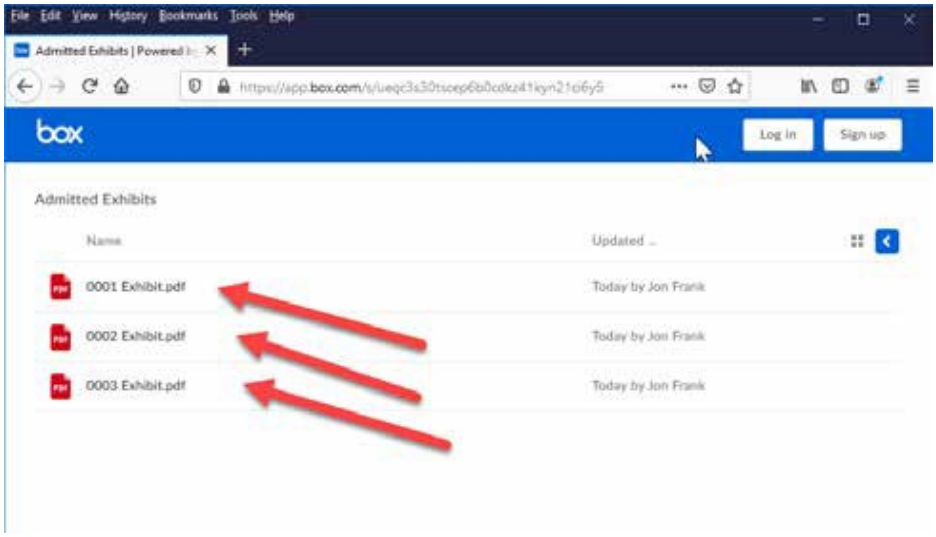
At the top of your Zoom window, you will see a menu bar indicating screen sharing*. Click on the dropdown for View and make sure it is set to Side by Side, which will maximize your view of participants by displaying them to the side of the screen share.

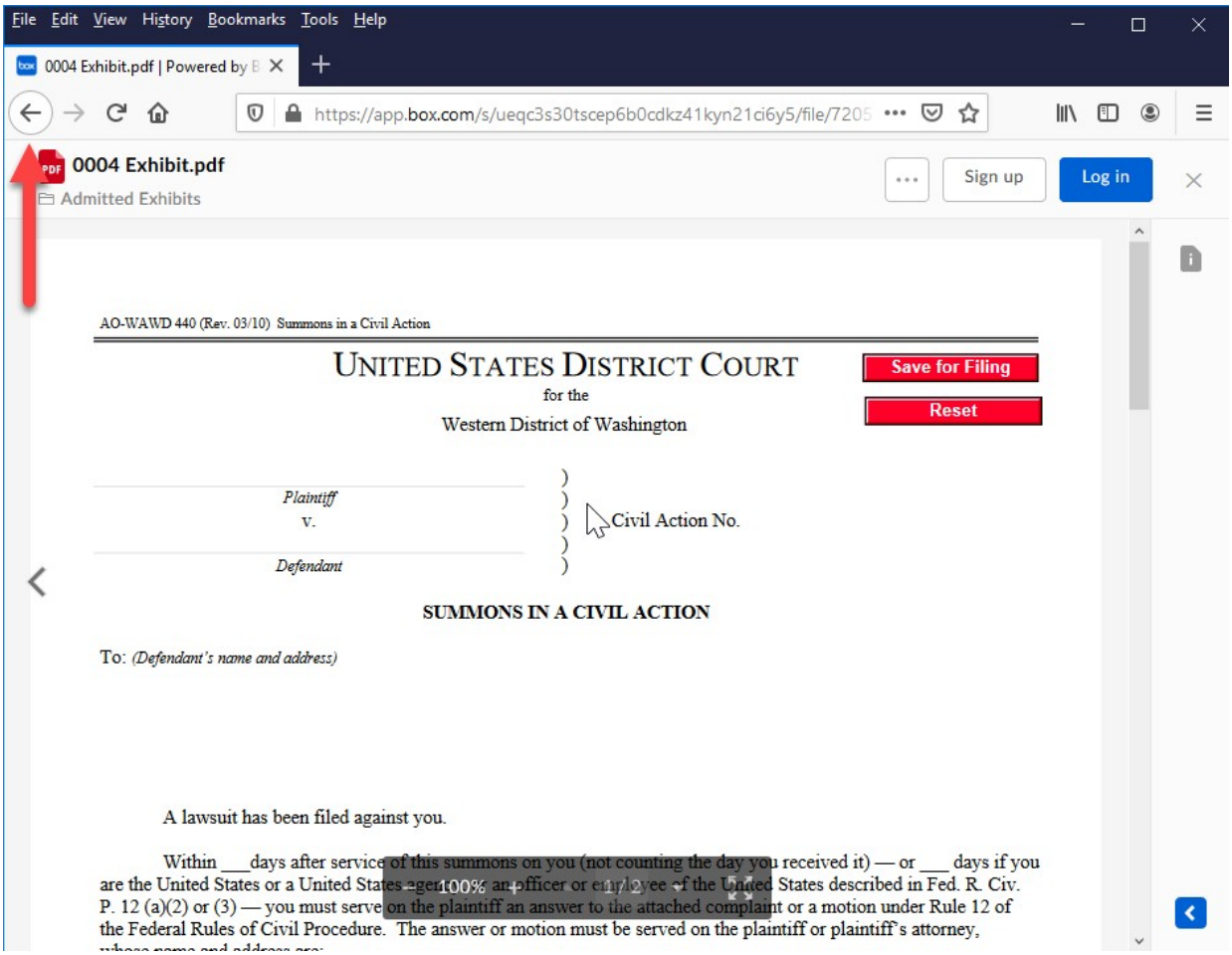


*This option is not available on an iPad.

At the conclusion of the trial, when the courtroom deputy moves you to the virtual (breakout) jury room for deliberation, you will be provided with a link to the exhibits. This will be either via the chat feature in Zoom or by email.

The exhibits folder will open in your web browser. Click on an exhibit name to view it.


File Edit View History Bookmarks Tools Help
Admitted Exhibits | Powered
box
Log in
Sign up
Admitted Exhibits
Name
Updated
0001 Exhibit.pdf
Today by Jon Frank
0002 Exhibit.pdf
Today by Jon Frank
0003 Exhibit.pdf
Today by Jon Frank



The exhibit will open. You can use the browser "back" button to return to the list of exhibits.