



# Remote Jury Selection Court Staff Checklist

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## Pre-Selection Process

- Development of written instructions and job duties for clerks during selection
- How many court staff are needed/available and develop training support for staff?
  - Can a dedicated Webex clerk be utilized in addition to the normal court staff?
    - Determine if additional staff resources are available.
    - If additional staff are not available, schedule more time between sessions.
  - Are additional staff available to help troubleshoot issues with jurors?
  - Formal training for Webex clerks.
  - Dedicated Webex Subject Matter Experts (SMEs).
  - Standing teams group to monitor Webex issues and questions.
- Determine Webex Meeting Setup
  - Who should schedule the Webex Meetings?
  - Who should be entered as cohosts?
  - How many Webex Meetings should be created?
  - What Webex base options should be chosen at creation?
  - Naming conventions for Webex Meetings.
  - Template creation.
  - Where meeting links should be posted for OJD users,
    - Teams Page
    - Internal SharePoint site
- Communication with CLAS prior to trial
  - Languages or ASL requirements.
  - Webex links to access.
- Determine protocols for managing participants through Webex
  - Muting procedures.
  - Moving parties or jurors to breakout rooms and whether court staff should be present.
  - Managing communications (chat, Q&A).
- Determine how all the parties will be appearing:
  - Fully Remote: no one is in the courtroom.
  - OJD-only Partially Remote: Judge/Clerk in the court, everyone else remote.
  - In Custody Partially Remote: Defendant and attorney in courtroom, everyone else is remote or otherwise located outside the courtroom.
  - Hybrid Partially Remote: Some combination of non-OJD and OJD people are onsite, while others are remote.
- Determine seating space and physical space requirements in the courtroom and location of the following parties
  - Location of all the parties including the clerk(s) and judge.
  - In custody vs out of custody defendant location.
  - Interpreter location based on party needing interpretation.



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## During Selection Process

- Verify Webex functionality
  - Limiting chat features.
  - Sharing of introduction PowerPoint or other documentation.
  - Verifying all participants have video and audio.
  - Pinning certain participants (moving to stage) such as judge and ASL interpreter(s), and use the Show active speaker in stage setting for attorneys and other parties.
    - Only 6 parties can be pinned in a grid view.
  - Selecting the type of view.
    - *Grid View*: displays up to 25 videos in the main screen, all active videos are equal size.
    - *Stack View*: displays the active speaker in the main screen and up to six additional thumbnail videos above the main screen.
    - *Side by Side View*: displays the active speaker in the main screen and up to six thumbnail videos to the right of the main screen.
  - If recording through Webex, determine the recording layout.
- Communication with Interpreters prior to trial:
  - Names of parties and attorneys.
  - Witness list and spelling of names.
  - Jury instructions.
- Ability to communicate outside of Webex:
  - If technical difficulties are occurring:
    - Ability to contact the judge, other court staff, and attorneys outside of Webex.
    - Include information for jurors in documentation on how to contact the court outside of Webex if they get disconnected.
  - Communication with judge to discuss any necessary protocols.
  - Communication with technical staff for assistance.
  - Communication with other court staff assisting, such as the jury coordinators
- Process for private discussions between party and their counsel
  - In Custody:
    - Attorney mutes Webex and conversation occurs privately in the courtroom.
      - Provide the interpreter the attorney's cell phone number.
    - Attorney, client, and interpreter (if one is needed) are moved to a breakout room in Webex.
  - Out of Custody:
    - Attorney mutes and conversation occurs privately in the attorney's office.
      - Provide interpreter attorney's cell phone number and LEP participant's cell phone if needed i.e. they are not in same location.
    - Attorney, client, and interpreter (if one is needed) are moved to a breakout room in Webex.