

# Serving as a Juror in a Remote Proceeding Checklist

This checklist identifies the process for serving as a juror for a remote court proceeding using the Zoom videoconferencing service (“Zoom”). This checklist should be used if you have been summoned for jury duty and the jury selection is being held remotely using Zoom. Your jury summons includes a link to participate in the remote jury selection and a Meeting ID. **Do not share the login information with anyone else.** Remember that the judge has control over the proceedings and participants as if they were present in the actual courtroom.

If, after reading these instructions, you do not have access to the technology required to appear remotely or do not have access to a quiet place free of distractions and/or interruptions, please immediately contact the court that summoned you for jury service using the phone number listed on the summons. The court may be able to provide you with an alternate method or location for participation in jury service.

On the day of jury selection:

- Dress appropriately for court.
- Make sure you have a quiet, private area to participate in the proceeding.
  - Plan ahead so that other household members and pets do not interrupt the proceeding.
- Make sure you have internet access.
- Make sure the device you are connecting with is charged and a power cord is nearby.
- Make sure there is good lighting in your space—you will be appearing on video.
  - Tip: avoid having the light directly behind you as this can create a shadow effect.
- Try to sit in front of a neutral and non-distracting background.
- Try to sit far enough away from your camera so that your upper body and hands are visible.
  - In Zoom’s video settings you can select the “enable HD” checkbox to show a wider view of yourself.
- Test your audio and video before the proceeding begins. ([Detailed instructions](#).<sup>1</sup>)
  - You can [join a test meeting](#)<sup>2</sup> at any time by going to [zoom.us/test](https://zoom.us/test).
  - If you are unfamiliar with Zoom you can also use the test meeting to become familiar with other Zoom features, such as the raise hand feature.<sup>3</sup>
  - While not required, consider using a headset or headphones as this will cut down on background noise and make the proceedings more private.
- Sign into the jury selection hearing early.

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<sup>1</sup>This is a hyperlink; accessible at <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>.

<sup>2</sup>This is a hyperlink; accessible at <https://zoom.us/test>.

- Sign in using the link included in your summons, click that link and enter your full name plus any other information the court instructed you to enter. You do not need to create a Zoom account to participate, all you have to do is follow the link provided in the summons or go to [www.zoom.com](http://www.zoom.com) and enter the Meeting ID that was included in the summons.
- You may be placed in a [waiting room](#)<sup>4</sup> before jury selection begins; please be patient and wait for someone to bring you into the proceeding.
- Once you have joined the meeting the court will instruct you throughout the proceeding the same way it would instruct you if you appeared in person at the courthouse.
- Remember that this is a formal court proceeding and you should conduct yourself as if you were in the physical courtroom, accordingly you must:
  - Avoid all distractions, for example:
    - Do not check your email;
    - Do not browse the Internet;
    - Do not take personal phone calls, texts, or check social media;
    - Turn your cell phone off just like you would in the courtroom (unless you are using your phone to call into the Zoom meeting or have a medical reason for using your phone); and
    - Do not interact with family members during the proceedings, including pets.
- Do not walk out of the room or away from the proceedings at any time.
  - If you need a break, inform the court using the raise hand feature.
- If at any time you cannot hear or see anything or have any other problem with your connection, immediately inform the court.

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<sup>3</sup>You may be asked to raise your hand electronically during the proceedings; to do this on a computer hover your cursor over the bottom of your Zoom video, you will see a panel of options including an icon with people on it called “participants.” Click on that participants icon and a panel will open on the right side of your screen. On the bottom right side of that panel is three dots; click those dots and you will see an option to “raise hand.” If you click the dots again after raising your hand, you will see an option to lower your hand. On a mobile device you will not click on the participants icon, but otherwise it works the same way as on a computer; click on the three dots that appear at the bottom right corner of the screen to access the raise hand option.

<sup>4</sup>This is a hyperlink; accessible at <https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room>.