Virtual Juror Reference Guide

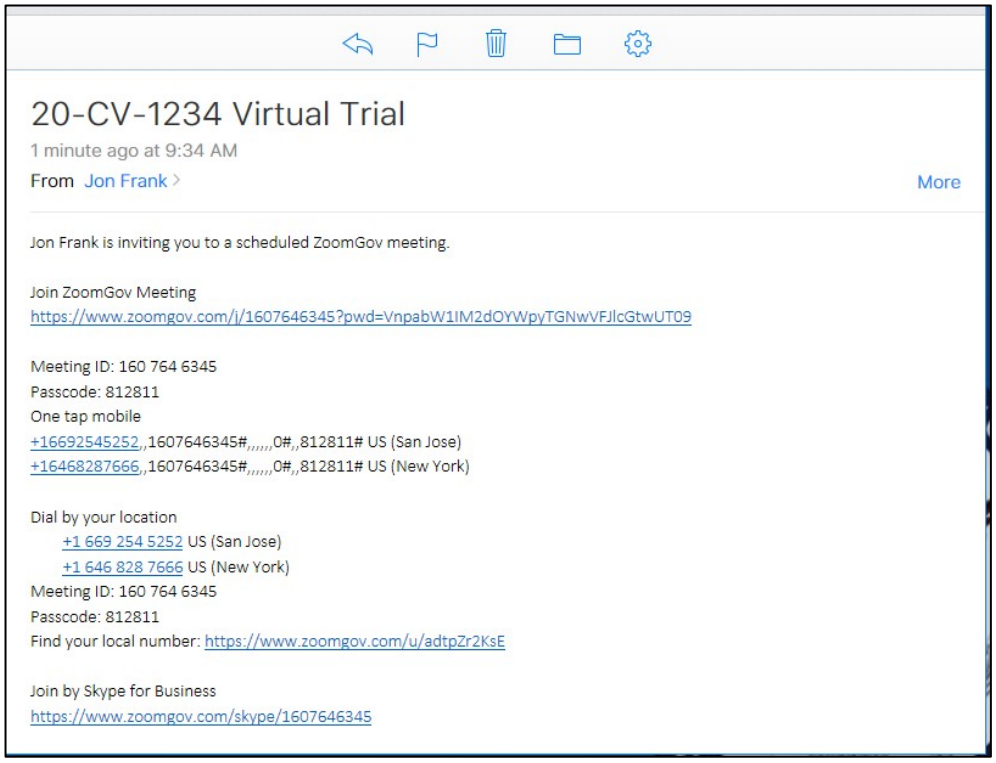
The U.S. District Court for the District of Utah has prepared this reference guide to help you prepare for the jury selection process and for serving as a juror. The court is grateful for your service and will answer any questions you may have.

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

The most current version of this Guide is posted online.
Please send corrections or suggestions to dj.nuffer@utd.uscourts.gov.

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 invitation 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 that technical issues are solved. See the next page for technological requirements. The court highly recommends, if possible, that you download and install the Zoom application to your device and use your full name when registering for the account.

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Technological Requirements

You will need a computer (highly recommended) or tablet (not recommended) with a 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 should ensure that no one else on your internet connection is in a video conference or streaming video such as YouTube or gaming.

You can find Zoom system requirements 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.

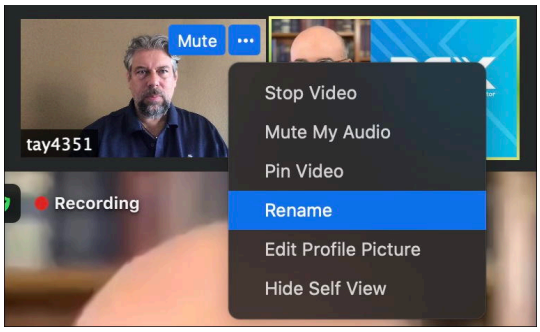
Join a Meeting - https://youtu.be/hIkCmbvAHQQ

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

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

Renaming

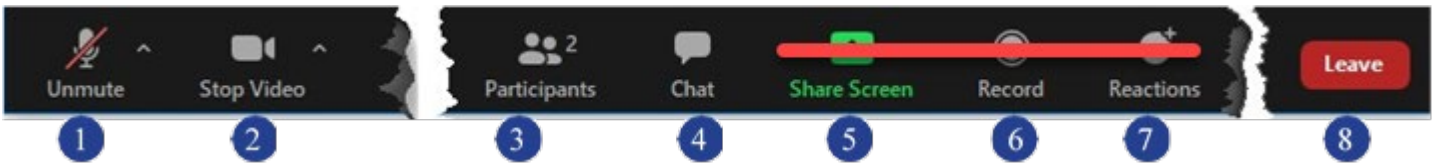
One of the first things to do when starting Zoom is to verify that the name that appears beneath your picture is your name, not someone who used the computer before. Click the three dots that appear when you hover over your photo and select "rename." If you have been assigned a juror number, please enter your name as "Juror #__"



Zoom Application Controls

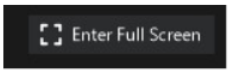
On a computer, as you hover your mouse over the Zoom meeting, a menu bar containing participant tools may appear and disappear, typically at the bottom of the screen. Mobile app interfaces will appear differently but will contain most of the same functionality.

Computer Controls



1. Mute/Unmute your microphone – To **unmute yourself** and begin talking, click the **unmute** button (microphone). To **mute yourself**, click the **Mute** button (microphone). Click the up arrow next to the microphone icon to open audio settings. Here you can change your speaker and microphone settings.
2. Start/Stop your video feed (turn on/off camera) – Click the **Start Video** button in the menu bar to begin your video stream. Click the **Stop Video** button to stop sharing your video stream. To choose a different webcam or adjust your video settings, click the up arrow next to the camera icon and select **Video Settings.**

   NOTE: When your video is activated, The **Enter/Exit Full Screen** options are available in the upper right of the screen.

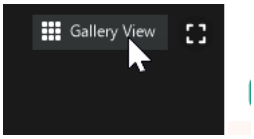
   

3. Participants – Click to open a pop-out screen that shows a list of participants in the meeting. Unless you have already been given a juror number, ensure that your displayed participant name is the same as your legal name. Right Click on current name and choose rename. A pop up box will appear asking you to enter a new screen name. Once you have been given a juror number, you should enter Juror #__ as your screen name.
4. Chat – Click to open the Chat panel where you can start or respond to a chat message with the Host or Co-Host of the meeting.
5. Share your screen – This is NOT used by jurors except during jury deliberations

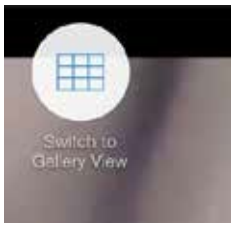
6. Record – not available
7. Reactions. This is disabled.
8. Leave Meeting – Leaving the meeting will disconnect you. ***You should not leave the meeting unless directed by the court.***

iPad Controls

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



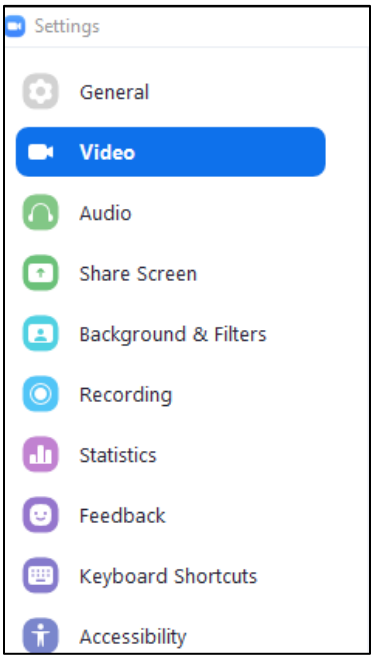
Computer



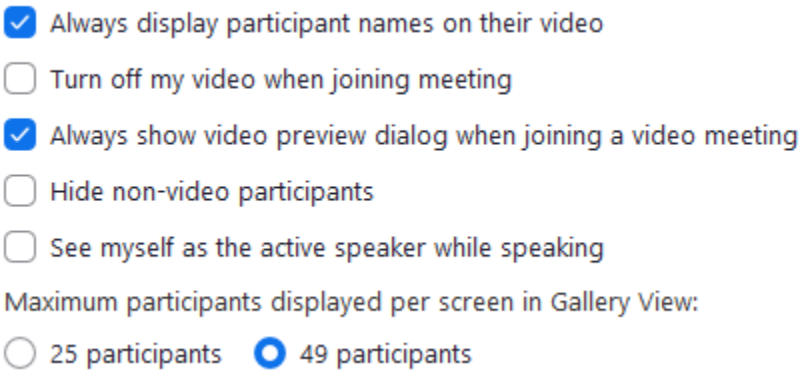
iPad

If there will be an interpreter in your trial, the interpretation button will appear on its own or in a button marked More... If that is the case, the court will instruct you how to use this button so that you hear the correct language.

If you are using a computer and have the free Zoom app installed, you can change your settings in the app to display up to 49 participants at a time. Select the arrow next to **Video** and then choose **Video Settings**. On the left side of the screen, select **Video**.



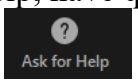
Then scroll down on the right side of the screen and select **49 participants** under **Maximum participants displayed per screen in Gallery View**.



Zoom Breakout Rooms

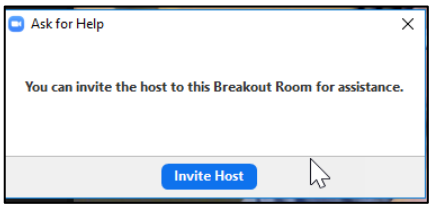
During the trial, court staff may move all jurors to a separate room in the Zoom platform. This could happen if the attorneys need to confer with the judge without jurors present. In a physical courtroom you would be moved to a jury conference room. In the Zoom platform, we use a virtual (breakout) jury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

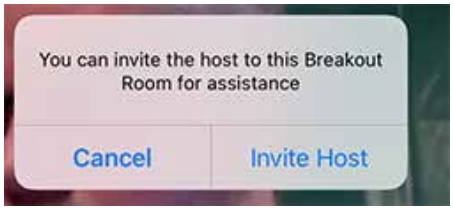
During this deliberation period you may need help, have questions, or want to signal that you have reached a decision. In that case, you can use the 

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

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



Computer



iPad

Zoom Chat

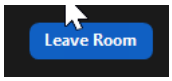
There may be times during the trial when the judge or court staff will direct you to correspond with the court using the chat feature in Zoom. This feature is restricted so that you can only correspond with court staff, which would normally be the courtroom deputy, but could also be the judge presiding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

When you click the chat button (See 4 under Zoom Application controls), the chat panel will open. You will see that you can only send a private chat message to court staff.

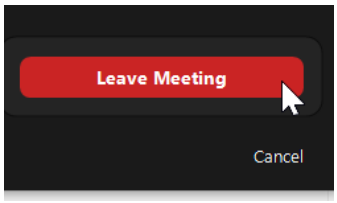
Jury Room

Throughout the jury selection process, trial, and jury deliberation, you will periodically be moved into a virtual jury room. In the jury room you will be able to see and interact with your fellow jurors. Do not discuss the case until the judge says you may do so. The court will try to let jurors know the length of time they will be in the room. When the jury is deliberating, it is the jury that controls the schedule.

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

Clicking the Leave Room button 

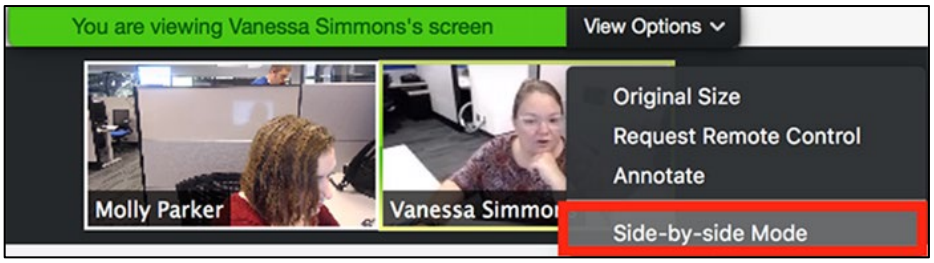
will only give you the option to leave the meeting (trial).



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.

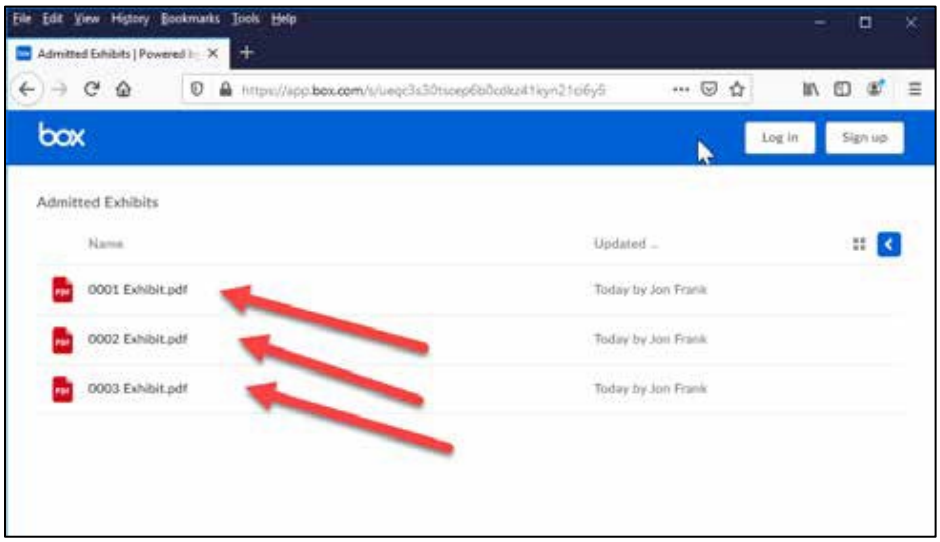
At the top of your Zoom window, you will see a menu bar indicating screen sharing.* Click on the dropdown for View options and make sure it is set to Side-by-side Mode, which will maximize your view of participants by displaying them to the side of the screen share.



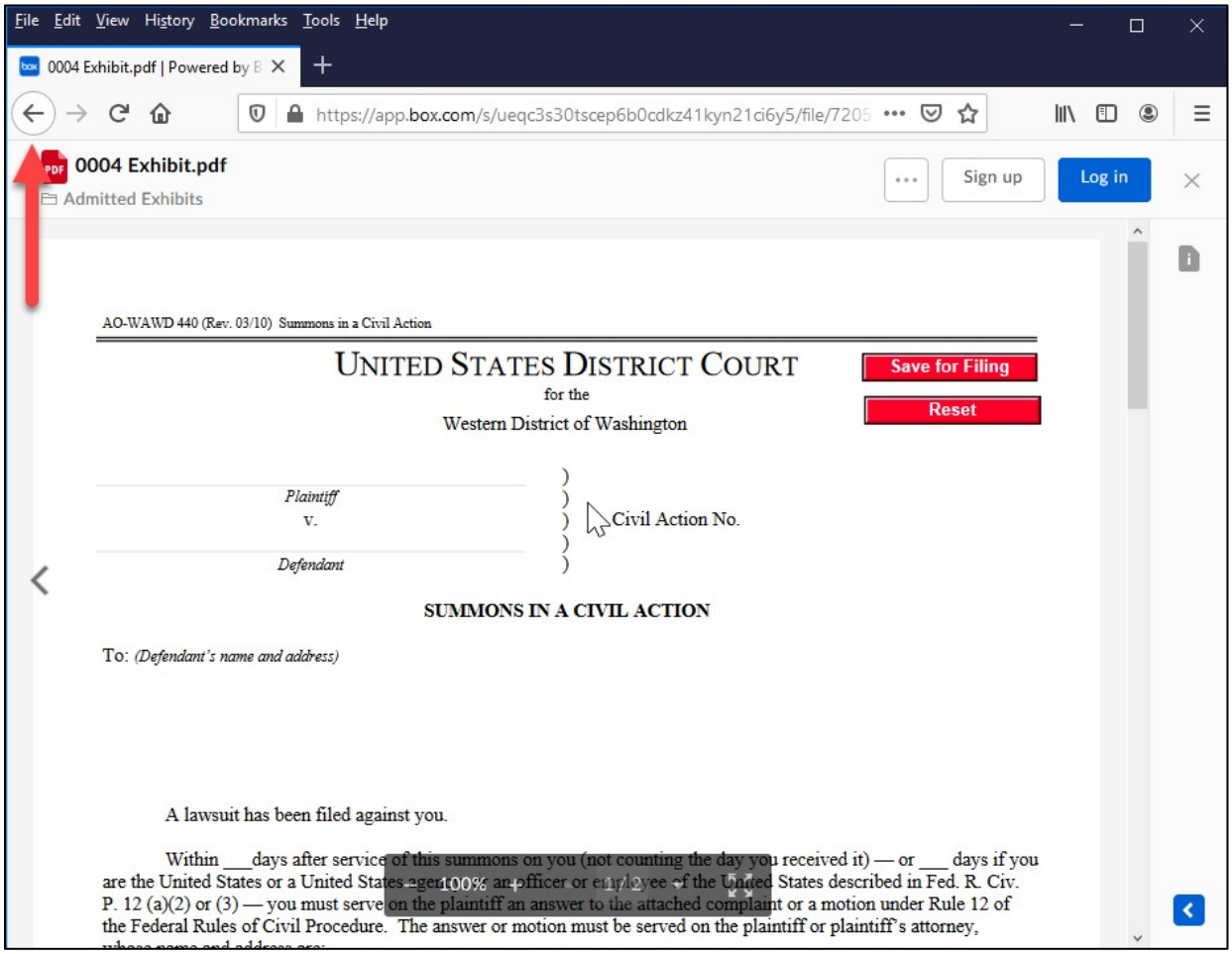
*This option is not available on an iPad.

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 will be stored in Box.com so you should refer to the Box for Jurors document.

When the link to the Box exhibits folder is clicked, the exhibits folder will open up in your web browser. Click on an exhibit name to view it.



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


File Edit View History Bookmarks Tools Help
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Admitted Exhibits
Sign up
Log in
AO-WAWD 440 (Rev. 03/10) Summons in a Civil Action
UNITED STATES DISTRICT COURT
for the
Western District of Washington
Save for Filing
Reset
Plaintiff
v.
Civil Action No.
Defendant
SUMMONS IN A CIVIL ACTION
To: (Defendant's name and address)
A lawsuit has been filed against you.
Within ___days after service of this summons on you (not counting the day you received it) — or ___ days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney,
100%
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