



UTAH STATE COURTS

Webex Tips for Jurors: *Jury Selection (voir dire)*

1 PREPARATION

1. Please test your Webex a few days before the day you have been asked to appear for Jury Selection.

2. If you need assistance logging into a Webex meeting/hearing, please see [First Time User Webex Meeting](#).

3. Webex can be used from your browser or you can download an app onto a laptop, iPad, tablet or smartphone. Please try not to use your smartphone for Jury selection (voir dire), as functionality is limited.

4. To test the Webex software on your computer/device go to:
<https://www.webex.com/test-meeting.html#>

A. Login using your name and email

B. You will be directed to a “test” Webex meeting where you should be able to test your microphone and camera.

1. Click “Join Meeting”

2. Once the meeting has “started” > Click unmute your microphone (button on bottom of screen). If your microphone on your computer is working, when you speak, the icon of a microphone, on the bottom of your screen will show small green lines moving.

3. Start your camera and see if you can see yourself

5. Check your internet bandwidth. If you do not have good band width at home, you may try using a Smart Phone (as a last resort if your bandwidth is an issue).

A. If you are not sure of your bandwidth availability, you may want to contact you may want to contact your internet provider.

6. If the audio is not working on your computer, please check to see if the volume and mic are turned on.

A. If the audio is not working, you may need to call in on your phone in addition to staying on the video on your computer. You can find the call-in information in three places

1. In the email invitation that was sent

2. In the top header of your Webex window, there is a small “i” next to “Meeting info”. Click on this icon and it will bring up the call in information. (Depending on the type of device you are on, you may need to tap on the screen to bring up this icon.)

3. In the top header of your Webex window there is a menu: File, Edit, Share, View, Audio & Video, Participant, Meeting, etc. Click “Meeting” and then “information” and it will bring up the necessary information to call in.

4. On the bottom of your screen there are icon circles; microphone, camera, share content and then there is a circle with three dots. If you click on this

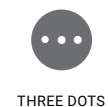
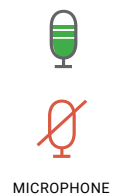


circle it will bring up a menu, click “switch Audio” > “Call in” (at the bottom of the new window) > “view”. This will bring up the call in information. You can change audio connections and call in to the meeting while remaining on the video feed.

7. If the video is not working, log out of the meeting and log back in.
 - A. If the video feed is still not working, you can try using a Smart Phone (if available) and log in using the WebEx App (this will be a small screen to participate, but you can tell the judge you are having difficulties), or
 - B. You can call in as if it is a conference call.
8. If this is jury selection, a trial or evidentiary hearing, all parties and witnesses must appear via video. If that is a problem, you will need to tell the judge and judicial assistant(s).
9. Be careful using a headset/AirPods with a tablet. There is significant feedback that is not present when you have the audio coming through the tablet and headphones.
10. Please click on the down arrow on the Microphone. This will bring up a menu > click “settings” > Please click box “Remove background noise” toward the bottom. This will help eliminate background noise.

2 WEBEX FUNCTIONS:

1. Once you “join” a meeting/hearing...Buttons on the bottom of your screen:



- A. **WEBEX ASSISTANT:** If your host has turned on Webex Assistant, you will see a little blue head in the bottom left corner of your Webex window. If this is turned on, you can view meeting captions and capture highlights by clicking this button and then clicking “view captions and highlights”.
- B. **CLOSED CAPTIONING:** If this is turned on by your host, it will type out what is being said in meeting. If you wish to turn this off, move your mouse over the captioning box and click the “X” in the top right corner of that box.
- C. **MICROPHONE:** This is where you mute or unmute your audio. It will say “Unmute” if you are muted. It will say “Mute” if your microphone is live
- D. **CAMERA:** This is where you mute or unmute your video. It will say “Start Video” if your camera is off. It will say “Stop video” and you will see yourself, if your video feed is LIVE.
- E. **SHARE SCREEN:** Unless you are the presenter this button will be grayed out and not functional. This is how you share content on your computer or your screen.
- F. **REACTION EMOJIS:** These are whimsical reactions that will show to everyone in the meeting, if selected. Please do not use these during a court proceeding.
- G. **THREE DOTS:** Clicking on this button will give you a menu to change audio settings. If you do not have a microphone as part of your laptop, you can change audio connection here and call into the meeting/hearing while still viewing the meeting/hearing on the laptop.
- H. **RED CIRCLE:** This is to leave and disconnect from the Webex meeting.
- I. **PARTICIPANTS:** This is where you see the participants in the meeting. If you click this icon it will pull up a list of participants, by name on the right of your screen.
- J. **CHAT:** There is a chat feature on Webex. It is set to default to everyone. You can type or “chat” with everyone, if “everyone” is the selected party in the box. Please do not chat with the Judge directly or privately as this would be considered ex-parte communication. You can however, chat with the JA if you are experiencing technol

ogy difficulties. You can also chat with other parties in the case, but if you are a juror, DO NOT CHAT WITH ANYONE regarding the case. Also know these chats are being recorded.

Other Functions

- 1. LOBBY:** The lobby is a virtual waiting room where you can be “moved to” by the host of the meeting. While in the lobby you will not see or hear anything going on in the meeting. It may seem as if you have been disconnected, but you are not. When it is time to participate in the hearing, the host of the meeting will bring you back into the meeting.
- 2. RAISING A HAND:** There is a little hand icon next to your name in the participant list. You can raise your hand if you want to speak and the host of the meeting/hearing will recognize this hand moving and call upon you for your turn to speak.
- 3. BREAKOUT ROOM:** This is a virtual side room, where you can be “moved to” by the host of the meeting. There will typically be a court employee/“virtual bailiff” in the breakout room with you. While in a breakout room you can see and talk to other participants in the breakout room. When it is time to re-enter the main Webex meeting, either the virtual bailiff or the host of the meeting will move you back into the main Webex meeting.

3 JURY SELECTION (VOIR DIRE):

- 1.** Please click on the link or the button “JOIN THE MEETING” that is emailed to you from the Court by the judicial assistant (JA) on the date and time, and you will enter the meeting directly. When you log in for Jury selection, you will typically be in a Webex meeting with 40-60 other potential jurors. Please be mindful and remain muted unless the Judge or Attorneys are speaking to you.
- 2.** Please test your Webex software a few days prior to jury selection. To test your Webex complete the following steps.
 - A.** Webex can be used from your browser or you can download an app onto a laptop, iPad, tablet or smartphone. Please try not to use your smartphone for Jury selection (voir dire), as functionality is limited.
 - B.** To test the Webex software on your computer/device go to: <https://www.webex.com/test-meeting.html#>
 - 1.** Login using your name and email
 - 2.** You will be directed to a “test” Webex meeting where you will be able to test your microphone and camera.
 - 3.** Click “Join Meeting”
 - 4.** Once the meeting has “started” > Click unmute your microphone (button on bottom of screen). If your microphone on your computer is working when you speak, the microphone icon located on the bottom of your screen will show small green lines moving
 - 5.** Start your camera and see if you appear on your computer screen.
- 3.** After the Judge gives you instructions, you will either:
 - A.** Stay in the main webex meeting to be asked a series of qualifying questions, or
 - B.** Moved, by the JA, to a breakout room with a group of potential jurors and “virtual bailiff” (which is a court employee) to await questions. While in the breakout room, you may speak with others and/or the virtual bailiff. You

may also choose to do other things to occupy your time while you wait, but please remember to mute yourself. If you choose to do something while waiting, you will need to remain close to your computer and remain aware, so you will know when you get called to be moved to the main Webex meeting, with the Judge and Attorneys.

C. You will be asked a series of questions as a group and/or individually. At the end of the questions, you will be told if you have been selected as a juror for a trial.

D. You may be asked to “raise your hand” .Click the “Participant” button on the bottom right of your screen. This will pull up a list of participants in the main session. Next to your name, there is a hand icon,



1. Click this icon to raise your hand. Click again to lower your hand. You may remain muted and still raise and lower your hand.

4. The Court must be able to see you at least from the shoulders up, at all times.

5. No one else may be in your presence, absent specific court authorization, while you are going through jury selection process.

6. You must be focused at all times. Therefore, there you must be isolated from outside influences including other persons.

A. No outside activities shall be permitted, including running on treadmills, answering phone calls/texts, surfing the internet, cooking, etc.

B. You may have water/other appropriate beverage to sip from time to time while on jury duty.

C. If jurors look “distracted” the court reserves the right to inquire as to your surroundings and request a 360, if needed.

4 BEST PRACTICES:

1. When you log in, remember to mute the audio. You may want to turn on your microphone and camera initially to make sure it’s working and then mute yourself.

2. If it will help you feel more comfortable, take the time to get familiar with Webex in advance. There are Webex tutorials online and a wealth of information on the internet. ([Webex.com/training-online](https://www.webex.com/training-online))

3. You should mute your mic when you are not talking. If your mic is not muted and you are shuffling papers or moving a file across the table, the mic picks it up and distorts the sound in the courtroom and on the record. See 1h above to change your settings to reduce background noise.

4. The court may mute non-speaking parties’ mics during the hearing.

5. If you are suffering from low bandwidth, turning off other devices in your household may improve your Webex performance.

6. Please try not to speak over each other. We are recording the audio from these hearings, and it is difficult for others to discern who spoke when.

7. Make sure to unmute your mic when speaking.

8. Please face the mic. When you turn your head to look away from your mic, your voice might not be recorded.

5 OTHER ISSUES OR TIPS:

1. **DRESS:** Remember you will be on a live video stream, so please dress according to an acceptable standard for attending court. Opinions may vary, but when in doubt reach out to the judge's team.
2. **CAMERA ANGLE:** Be aware of the camera angle. Make sure you can see your face, that means everyone else can see your face too. Try not to have it at the side of your face, under your face or cut off half your face.
3. **LIGHTING:** Try to be in a well lit room or facing a window so there is good light on your face.
4. **BACKGROUND**

A. VIEW:

1. Be aware of what is behind you. Webex tends to use a wide angle shot so take a minute and look at what is around you.
2. Consider sitting with your back against a wall so that other people are other people are not seen walking behind you. As this can be very distracting.

B. NOISE:

1. If you can find a quiet place in your home to handle the hearing, it would be appreciated. Background noise does interfere with the record.
2. Most judges understand that many people are working from home. But please try to minimize background noise from children, animals, fans and other devices. There will be a problem with the recording.
3. If there are other cell phones nearby, be aware, it may cause feedback noise on the Webex meeting/hearing.
4. Try not to eat or smoke during a meeting/hearing, this can be distracting to other participants in the meeting/hearing. If you are a Juror, you will be given breaks throughout the trial
5. Be aware while taking a drink during a meeting/hearing. It is understandable that one may need to quench thirst or wet their throat while in a meeting/hearing...remember, everyone can see you and if you are not muted, they could potentially hear you.

