



Virtual Trials

A Handbook for Jurors

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Virtual Juror Handbook

Rev. February 5, 2021

Introduction

You have been summoned to report for service for a virtual trial via ZoomGov. You will not be required to report in person to the courthouse, but rather you will participate remotely through ZoomGov. Please note that the U.S. District Court, District of Minnesota, is a federal court - it is not connected with Minnesota state courts or local county courts.

The U.S. District Court of Minnesota has prepared this reference guide to help you prepare for the jury selection process or serving as a juror. It will give you some of the basics of Zoom meetings and some helpful videos if you would like to know more about the capabilities of Zoom meetings. Thank you for participating in our virtual jury selection service.

We thank you in advance for the time you will spend and the hard work and diligence you will give in your jury service.

Professionalism and Conduct

The court expects all participants to treat video hearings as though they were in a courtroom with proper attire and professional conduct. That attire would include a business casual theme with no hats or head coverings allowed (except for religious purposes). No photos, screenshots, or video taking allowed. **Do not get up and leave during the trial**; regular breaks and a longer lunch break will be provided throughout the day.

Jurors should be in locations that are suitable for trial. These spaces should:

- Be quiet
- Allow you to be alone with a sufficient level of privacy
- Free from distractions:
 - sitting at an empty desk or table and face clearly visible in the video
 - consider backgrounds carefully as they can be a major distraction
 - avoid backlighting
 - the Court will send a virtual background for jurors' use and asks you to download and use this virtual background for the duration of the trial. Please notify the jury clerk if your device will not support a virtual background in ZoomGov.
- Allow for use of a PC, laptop, or large tablet
- If using Wi-Fi, provide your device with strong signal strength

Jurors should abide by the following rules during the trial:

- Always have your computer on mute unless you are called on to speak by the Court or attorneys
- During jury selection you will be asked questions. Please pause before answering any question posed to you to make sure the full question has been asked and taken down by the court reporter
- Avoid typing or shuffling papers near your microphone at any time your computer is not on mute
- Please speak slowly and clearly

Note: Cell phones are to be turned off during trial.

Technological Requirements

Before jury selection, the Court's jury clerk will contact you to schedule a technology check. At this meeting the jury clerk (with the assistance of the Court's Information Services team) will ensure that you have access to appropriate technology and make arrangements to provide technology if necessary. The jury clerk will also complete administrative tasks, including checking your identification. Thus, even if you consider yourself adept at Zoom, this meeting is mandatory for all jurors.

You will need a computer (Windows is highly recommended) or a tablet, with speakers or headphones, a microphone, and a camera. Using headphones with a microphone is preferred to reduce noise and feedback. 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.

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. Use of an ethernet hardwired connection instead of Wi-Fi, if possible, is highly recommended and will help ensure a stable Internet connection.

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.

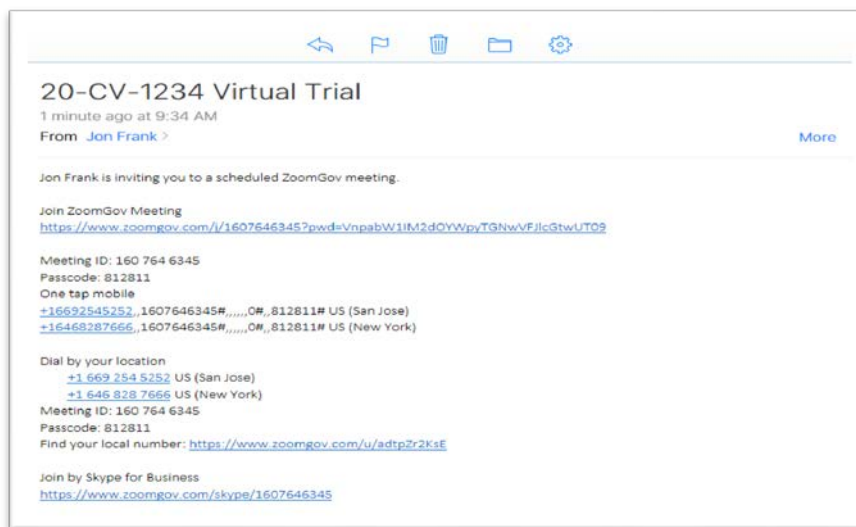
You can find the technical support details at: <https://support.zoom.us/hc/en-us/articles/201362023Systemrequirements-for-Windows-macOS-and-Linux>.

Please note that the Court's Information Services staff is available to help you with any technology issues you may have in connection with appearing for the virtual trial. Please notify the jury clerk if you need technical assistance.

Summons and Logging in for Jury Duty

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.

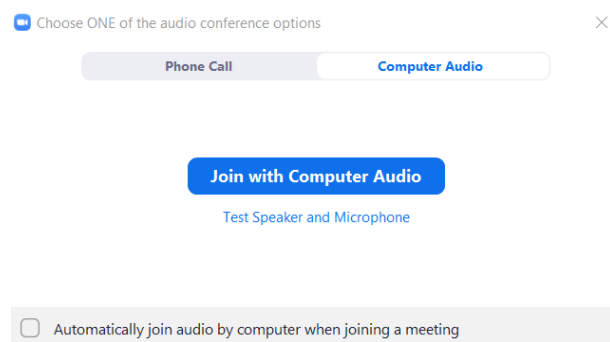
Example email:



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

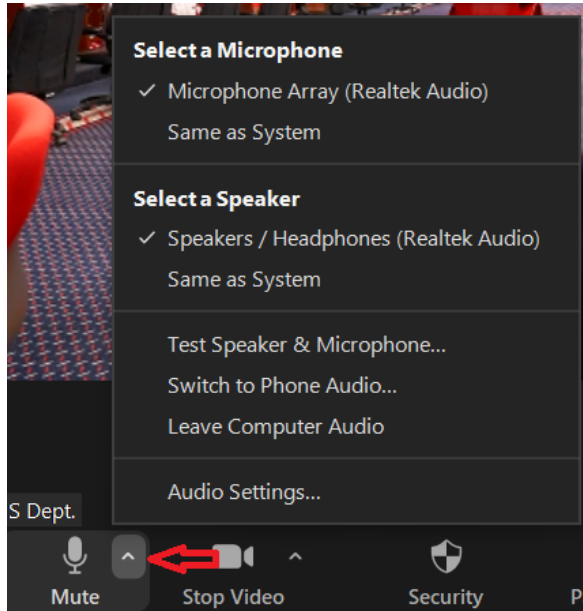
You should join the Zoom meeting giving yourself plenty of time to check your connection, video, and audio settings to ensure there are no technical issues. See above section for technological requirements. The court highly recommends, if possible, that you download and install the Zoom application to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

You will need to enable your audio and video immediately upon joining the meeting. You will see a prompt like the one below:



Select "Join with Computer Audio." You will be placed into the waiting room upon entry. The Zoom Host will admit you to the main room when the time is appropriate. Upon admission, take the opportunity to ensure you can hear and be heard.

If you experience an audio issue, either with your speakers/headset and/or microphone, click the arrow next to the Mute button (microphone icon). You may have multiple options under the “Microphone” and “Speaker” sections. Verify that the items you are intending to use have the checkmark next to them. You also have an option to “Test Speaker & Microphone” if you are experiencing issues. If you still cannot hear audio, check the audio settings on your computer to ensure that your speakers/headset are not muted on the system (within the operating system, not the Zoom application).



Zoom Guide

Zoom Tutorials

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

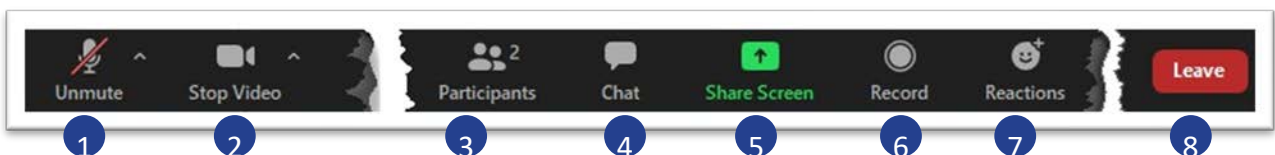
Join a Meeting - <https://youtu.be/hIkCmbvAHQQ>

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

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

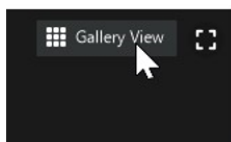
Zoom Application Controls

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

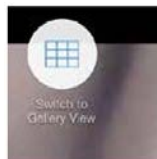


1. Mute/Unmute your microphone – Click the up arrow next to the microphone icon to open audio settings. Here you change your speaker and microphone settings.
2. Start/Stop your video feed (Turn on/off camera) – Click the up arrow next to the camera icon to open video settings. Here you can change your 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. You will ONLY be able to send a chat message to the Zoom Host.
5. Share your screen – This is NOT used by jurors.
6. Record – Not available. No one is permitted to record any portion of a trial.
7. Reactions – You will not use this function.
8. Leave Meeting – Leaving the meeting will disconnect you. You should not leave the meeting unless directed by the court.

On your Zoom screen you will also see a choice to toggle between “Speaker view” and “Gallery view” view. “Gallery view” tiles all meeting participants. You can change this on your device as needed. You should select “Speaker” view during the trial so that you see the speaker in a large window, as your focus should be on the person speaking. See example below:




Windows Computer



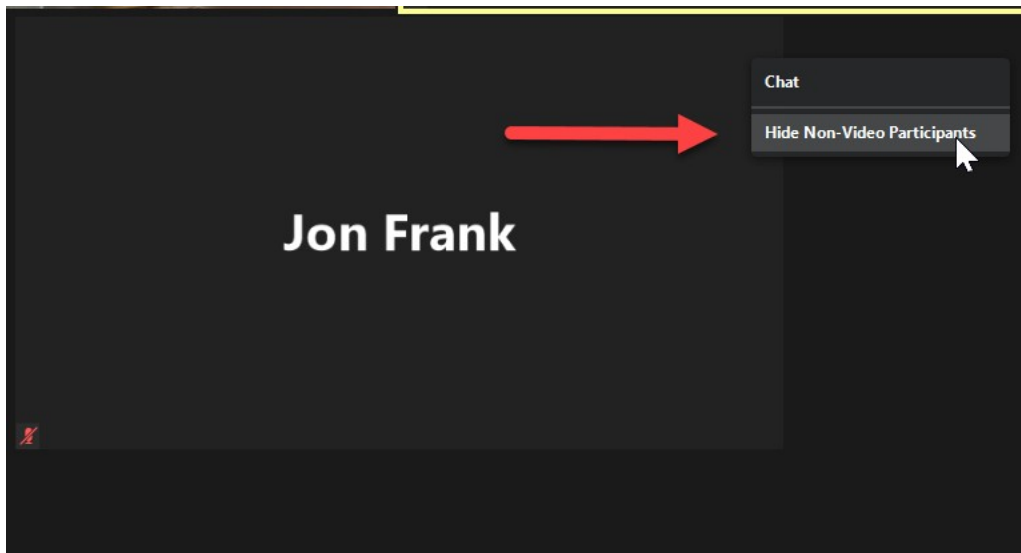
iPad

Turn off Non-Video Participants

Zoom can only display a certain number of participants on screen at a time. If you are using an iPad, this number is smaller than what is available on a computer. At times you will want to use the gallery view to see multiple participants on the screen at once. To maximize the number of participants you can view, you can have Zoom display only participants who are using video. Zoom shows a box with only the name of a participant if that participant is not using video.

Once you have joined the court proceeding you will see all 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**.

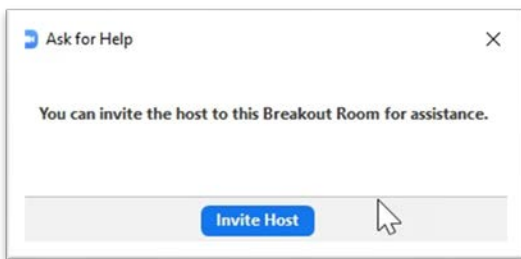


*This option is not available on an iPad.

Zoom Breakout Rooms

During the trial, court staff may move all jurors to a separate virtual 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. You are encouraged to visit with one another during breaks and before the courtroom deputy moves you to the main room/courtroom.

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. During this deliberation period you may need help, have questions, or want to signal that you have reached a decision; in these instances 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 submit this request for assistance.

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

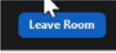
correspond with the host(s) of the Zoom. Although the presiding Judge is listed as the host, all chats will first go to the courtroom deputy.

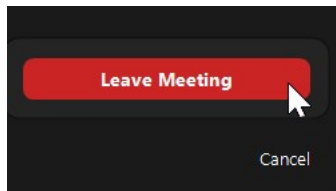
When you click the chat button (See #4 under Zoom Application Controls), the chat panel will open. You will see that you can only send a private chat message to court staff (the Host and possible Co-Hosts).

Jury Room

Throughout the jury selection process, trial, and jury deliberation, you will be moved into a virtual jury room. In the virtual jury room you will be able to see and interact with your fellow jurors. Again, the Court encourages you to visit with one another during these times. The court will try to let jurors know the length of time they will be in the room, except for deliberation.

You will not have access to leave the room at will. The Host must close the virtual room when the time comes.

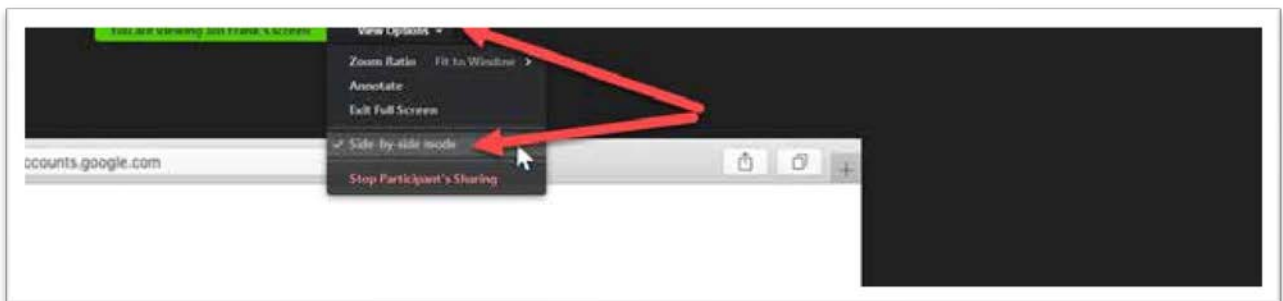
Clicking the Leave Room button  will only give you the option to leave the meeting (trial). DO NOT CLICK the **Leave Meeting** button or you will exit the Zoom meeting.



Viewing 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," which will maximize your view of participants by displaying them to the side of the screen share.



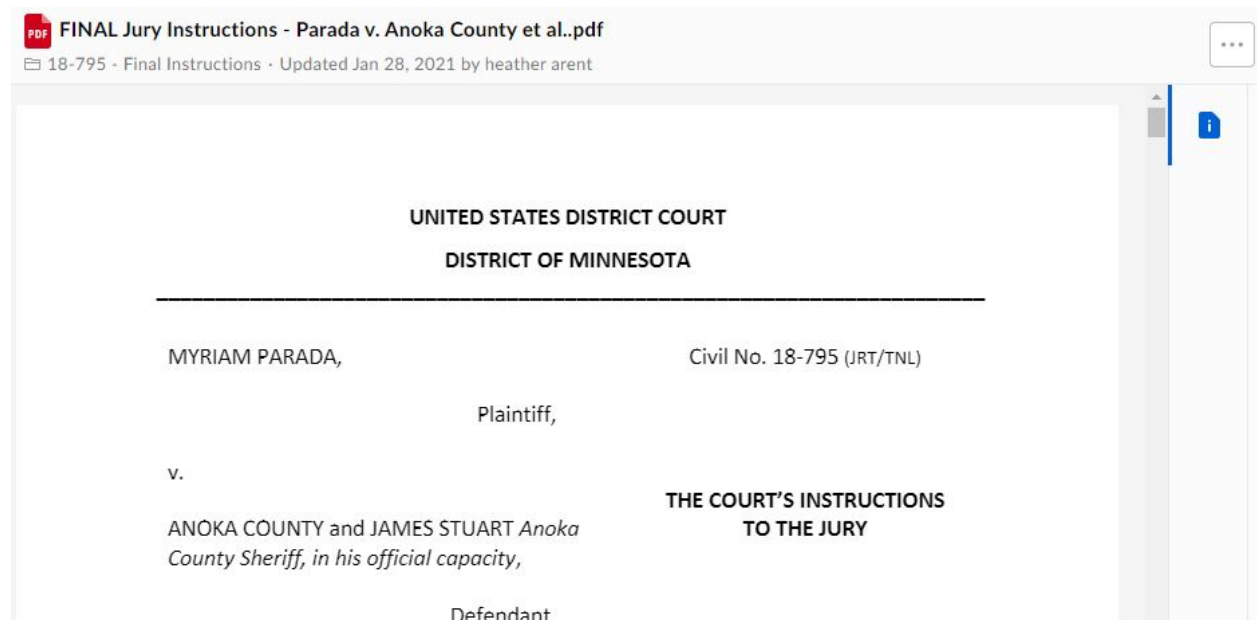
At the conclusion of the trial, when the courtroom deputy moves you to the virtual (breakout) jury room for deliberation, you will be provided with a link to the exhibits. This will be either via the chat feature in Zoom or by email. The exhibits folder will open up in your web browser. Click on an exhibit name to view it.




18-795 - Final Instructions

| Name | Updated | Size | |
|---|-------------------------------|----------|---|
|  Witness photos.pdf | Jan 28, 2021 by heather arent | 277.9 KB | |
|  FINAL Jury Instructions - Parada v. Anoka County et al..pdf | Jan 28, 2021 by heather arent | 220 KB |  |

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



 FINAL Jury Instructions - Parada v. Anoka County et al..pdf
18-795 - Final Instructions · Updated Jan 28, 2021 by heather arent

**UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA**

MYRIAM PARADA, Civil No. 18-795 (JRT/TNL)
Plaintiff,
v.
ANOKA COUNTY and JAMES STUART *Anoka County Sheriff, in his official capacity,*
Defendant.

**THE COURT'S INSTRUCTIONS
TO THE JURY**