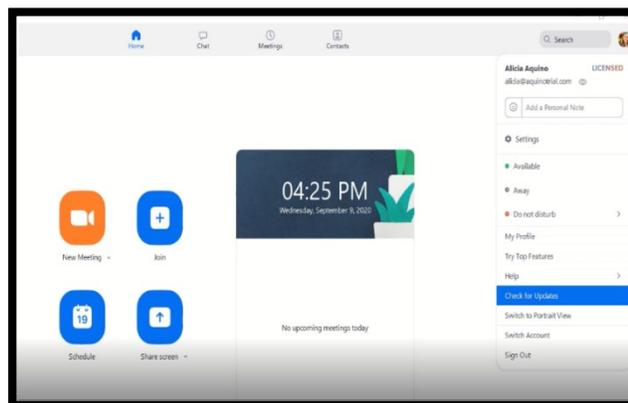


To: Attorneys, Consultants and Meeting Host
From: Online Courtroom Project, Technical Bailiff/Trial Presentation Specialist
Re: Zoom Tips

The following are helpful tips when using Zoom for a court hearing, trial, arbitration, or focus group:

Application Specific Logistics

- 1) Install Zoom on your desktop or laptop. We **do not** suggest using a cell phone or tablet for any court proceeding. [Here is the link if you do not already have Zoom installed \(it will open in a new window.\)](#)
- 2) If you have Zoom already installed on your device, ensure you have updated to the latest version. Open the desktop app, in the top right-hand corner, scroll down to “check for updates.”



- 3) Identify the Webinar ID and Passcode in the calendar invite; you will need both to access *most* tech checks, online hearings, and focus groups.

*If you are the host, change the settings to remove the embedded passcode in the link sent to the attendees, this eliminates the possibility of people sharing the link with others and keeps the host in control and avoids potential “Zoom bombers”.

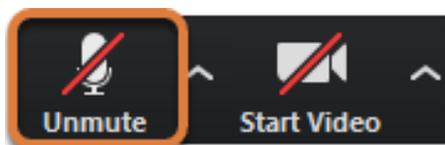
Embed passcode in invite link for one-click join

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

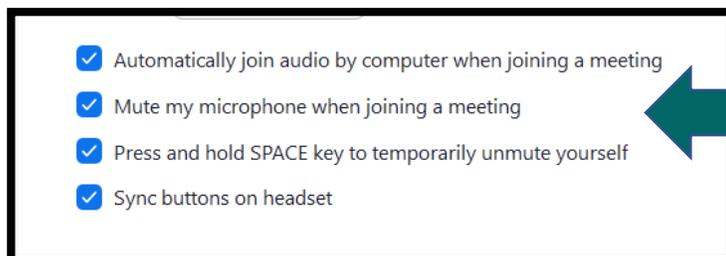
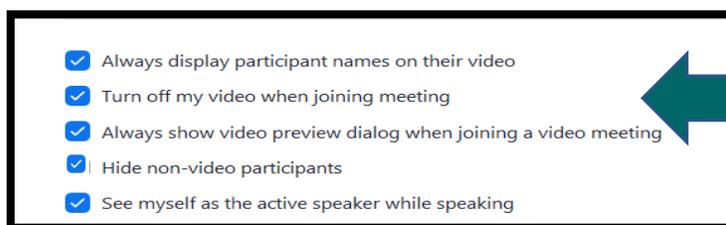


Meeting Environment

- 4) If you are working from home, we suggest connecting directly to the internet using an ethernet cable and avoid using wi-fi or hotspot. This reduces the risk of being disconnected from the meeting. You can test your internet speed at <https://www.speedtest.net/>. Bandwidth may be an issue if any participant has less than 5Mbps download speed. Turning off your video during a meeting may also help with bandwidth issues.
- 5) Find a quiet space within your home that allows you to focus and participate without distractions. Take into consideration pets, children, when the gardener is near and/or when trash is collected.
- 6) Keep the background behind you minimal. Avoid cluttered areas, personal photos, abstract art, trinkets or anything that could cause judgment, bias, or distractions. Plain walls are the best.
- 7) Silence your cell phone and/or place where it will not be a distraction. If you need to mute your audio or video on Zoom, use the following icons in the lower left-hand screen. You can also use *Alt+A* on a PC or *Shift+Command+A* on a Mac to toggle sound on and off.



We highly suggest changing the default settings to automatically mute yourself and turn your video off prior to entering the meeting.



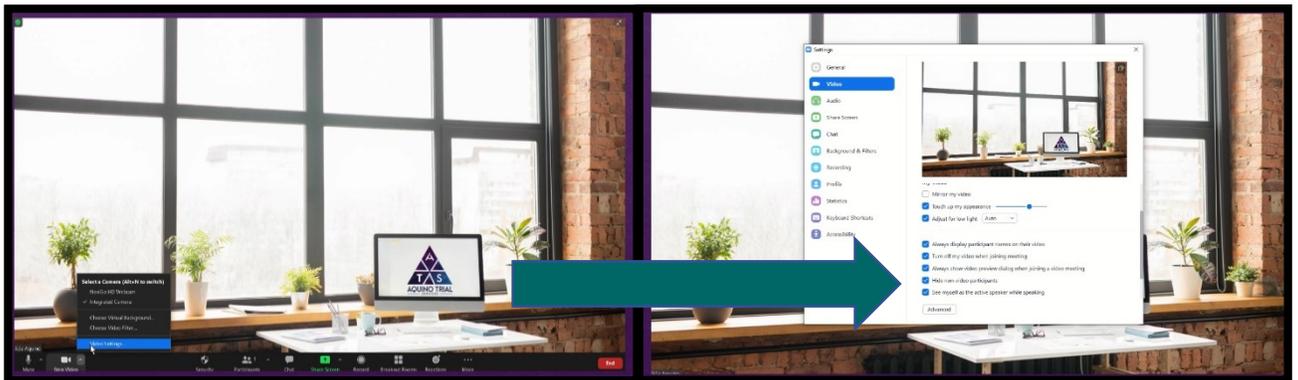
Zoom Features

- 8) Virtual backgrounds: We do not suggest that witnesses or jurors use virtual backgrounds, however, it is acceptable for attorneys and court staff to use court-related backgrounds, only if approved by the court. This tends to ease the jurors in the feeling that it is a live court proceeding.

*Should you require a court virtual background, contact me for customizable templates.

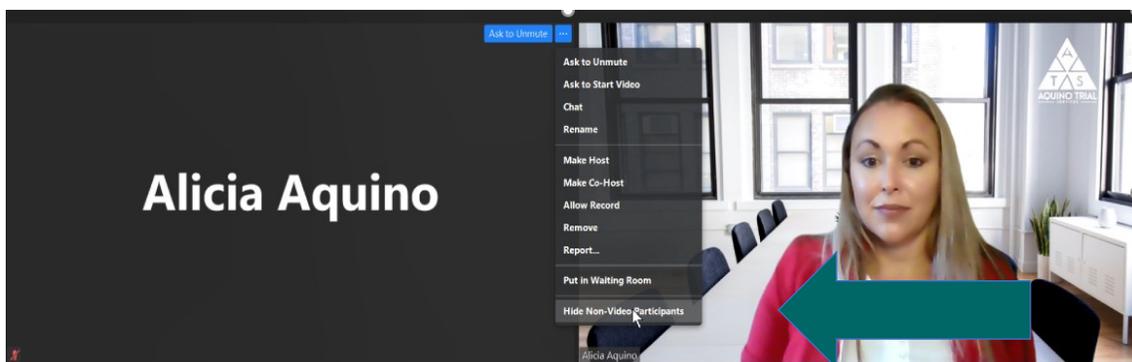
- 9) Hide Non-Video Participants: This will allow you to only see the participants with their video cameras on (most likely only the jurors, moderator and/or attorney presenting the evidence.)

To change your default settings:



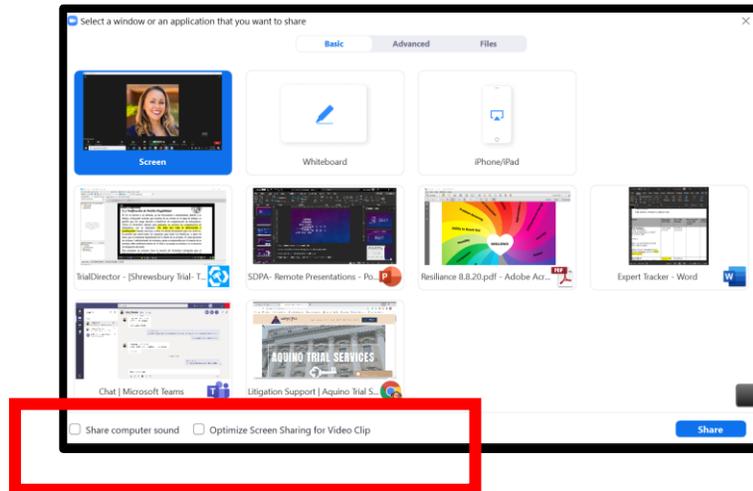
To change during the meeting:

Hover over the three dots in the right-hand corner of a participant with no video (often a black box that includes their name in white text), click on “hide non-video participants”.



- 10)

- 11) Share Screen: Ensure all participants have proper permission to share their screen. If sharing depo clips or other video with audio, ensure “share computer sound” and “optimize screen sharing for video clip” is selected. Always test in advance.



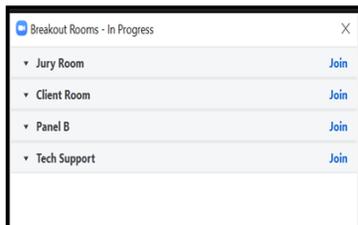
- 12) Pinning: When you “pin” an attendee, it allows you to disable the active speaker view and only view a specific speaker (this could mean pinning a witness, the judge or opposing counsel.) Pinning another user’s video will only affect YOUR view, not all attendees, even as a HOST. With the Zoom update, users will now be able to pin up to 9 participants on their end. You can also customize the position of each participant using Zoom by simply dragging and dropping into the specified order.

- 13) Spotlight: Spotlight video puts a user as the primary active speaker for ALL participants in the meeting. To spotlight, you need at least 3 participants in the meeting with their video ON and can only be done by the host or with permission of the host. The host can spotlight up to 9 participants for everyone in the meeting. Be sure to click in the right-hand corner and change to “Spotlight for everyone” so that your view is exactly as the viewer/audience/jurors see the screen. An example of a presentation with two speakers is below.

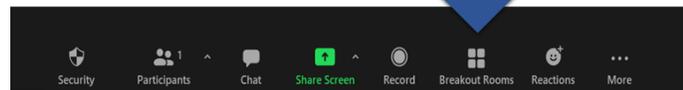
14) Breakout Rooms: You can create breakout rooms, i.e. Jury Room, Panel A, Panel B, Side Bar, Plaintiff/Client, Defendant/Client, etc. You can give the user the option to choose the room and leave at any time. You can assign the participant to a room in advance or once the meeting has started. Breakout rooms can now be managed by the Host and Co-Host.

To Join a Breakout Room

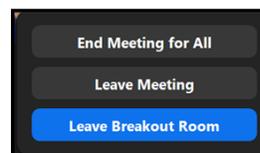
You will receive a prompt on your screen like this:



If you don't see the prompt, click on the “Breakout Room” icon on the bottom of your screen.



You can easily switch from room to room, or back to the main session.



Technology Equipment Tips

15) Webcam: If the integrated webcam is positioned at the bottom of your laptop or it produces a dark and grainy image, we suggest purchasing an external webcam with 1080p (Full HD) to place on top of the laptop or external monitor. There are many great options for under \$100. Avoid wide lens cameras, this produces a fishbowl effect.



*Logitech C920 Webcam
\$70*



*2021 Nexigo Auto Focus
1080P Webcam
\$57*

16) Lighting: Ensure the lighting is sufficient. Natural light is the best. If possible, face the window or lamp to avoid any shadows. If you wear glasses often, we DO NOT suggest using a ring light.

The following are several lighting sources that produce quality light when positioned correctly. Using a tripod can be helpful.



Lighting \$30-\$80



17) Audio: Connect and test audio in advance. We suggest a noise-canceling microphone and headset. Wireless earbuds are not suggested due to possible connection and/or battery issues. Here are a couple of brands that work well and reasonably priced.



*Yeti Nano
\$70-\$140*



*Samson Meteor
Mic \$70*



*Sony noise
cancelling
headset \$50-400*



How to Look and Sound Your Best on Camera

- 18) What to wear: We suggest wearing solid colors that will bring out the best you. Avoid busy plaid or patterned shirts.
- 19) You want to be eye level with your webcam; you may need to prop your laptop on a book or stand. Examples can be found here:



Here are examples of poor video camera placement and lighting.



Feel free to reach out with any questions or additional training regarding your next Zoom court appearance.

ONLINE COURTROOM PROJECT

info@onlinecourtroom.org

www.onlinecourtroom.org