**Remote Trial Logistics**

**(Prepared by Robin Andrews, Loyola Chicago)**

EVERYONE:

1. Please use a phone dial-in for audio instead of your laptop audio, and use a headset/earbuds (the standard earbuds that come with most phones seem to work fine) instead of speakerphone. This maximizes audio clarity and minimizes use of internet bandwidth.
2. Do your best to find a location with reliable wifi. If possible, connect directly to your internet gateway using an ethernet cable.
3. When you start the meeting, click “hide non-video participants” under video settings to hide the boxes for jurors (will be video muted during witness examinations) and non-participating attorneys – this will make sure you can see everyone else clearly, especially the witness. You should also click “speaker view” at the top right, so the video of the speaking party (witness, counsel, etc.) is maximized at all times.
4. Try to find a location with light in front of you, not behind you, so everyone can best see your face. Avoid cameras that are lower than your face– try to put your laptop on some textbooks if it is too low. Try to avoid distracting things in the background (ceiling fan, posters, bookshelves, etc.).
5. When talking, remember to look at the camera, not the screen. If needed, put a piece of tape next to the camera with an arrow pointing at the camera to remind you where to look.

ATTORNEYS:

1. PRACTICE, PRACTICE, PRACTICE. Practice presenting exhibits, navigating through them, and quickly finding the relevant portions of exhibits. Have pinpoint cites for all material you intend to cover on direct and cross in your outline, so you can efficiently move things along at trial.
2. Print your outline / notes so you can dedicate your computer to video interactions and sharing exhibits.
3. Rename yourself in Zoom with your name and then “(Plaintiff),” “(State),” “(Defendants),” or similar.
4. Video/audio mute: If you are the speaking or “defending” attorney (i.e. the potentially objecting attorney), you should not be on video or audio mute. Otherwise, you should be on video and audio mute.
5. Feel free to chat privately with your co-counsel using the chat feature; use this whenever you would pass a note to your co-counsel. Be careful not to distract your co-counsel with excessive chat.
6. If you are able, please stand whenever you would normally stand at trial (especially Opening / Closing). You should use a printed outline and marked-up copies of documents (as you normally would at trial), and if needed put your laptop up on a makeshift lectern of a large box, textbooks, etc.
7. Exhibits / refreshing / impeaching:
   1. Witnesses will have a copy of their own deposition (paper or PDF) if you need to use that for refreshing or impeaching.
   2. If you need the witness to look at something not in evidence / not stipulated, ask the witness to look it up on their computer. **You should email to all witnesses all premarked exhibits that are NOT stipulated** (i.e. any exhibit for which you may need to lay foundation for admission before publishing).
   3. No need to ask to approach – just ask the witness to refer to the dep or exhibit and tell them the page/line cites. Pretend that you are in court with a “witness binder” at the witness stand.
8. If we need to have a sidebar, we will use a breakout room so the jury doesn’t hear our discussion.

WITNESSES:

1. Please rename yourself in Zoom as the witness name.
2. SCHEDULING: Your counsels will email you regarding when you will be needed to testify. You can join us and stay audio/video muted until it's time to "call you to the stand." The judge will communicate with you via chat if things are running long, etc.
3. When you are playing a witness, you can stay seated in front of your laptop (standing / courtroom attire are not necessary).
4. Have a printed/PDF copy of your own dep available in case you need to be refreshed/impeached. As noted above, the attorneys will email to you all non-stipulated exhibits before trial; make sure you are ready to open those when prompted.

JURORS:

1. Please unmute your video for openings and closings so the attorneys have an audience for their jury presentations. You may remain muted on video for witness examinations to save bandwidth. We will only ask you to unmute your audio for deliberations / asking you about your verdict, etc.
2. Please take notes as you see fit; we will not ask to see your notes. Please do not chat with the other jurors using the Zoom chat function.

NOTES FOR FACULTY / JUDGE:

1. Before trial, the judge should inform counsels that if they will be using a stipulated exhibit, they should simply announce the exhibit number and state that it is stipulated. Your standing order should be that if there is no objection / correction from opposing counsel, you will automatically jump in and say that the exhibit is “received into evidence and you may publish.” The counsel can then share their screen / adobe program to publish the exhibit.
2. Remember to ask jurors to unmute video for at least openings/closings.
3. For sidebars or attorney conferences, be prepared to move all attorneys to a breakout room.
4. Whenever court is in session, the judge should display video but remain on audio mute (this prevents the “speaker view” video from switching to the judge when there is background noise on the judge’s end). Whenever the judge needs to rule on an objection, he/she can hold spacebar to temporarily unmute. The judge can fully unmute for longer segments such as jury instructions and jury debriefing.