



Solano Superior Court, Virtual Courtroom

Remote Juror Check-In

1. **Access Zoom and be on time**

Please ensure all equipment is fully tested in advance so that you are ready when juror check in starts. Solano Superior Court is not responsible to provide technical assistance.

Download Zoom by going to: <https://www.zoom.us/download>

For detailed audio/video guidelines and troubleshooting: <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

If you experience echo-specific problems with your audio connection:

<https://support.zoom.us/hc/en-us/articles/202050538-Audio-Echo-In-A-Meeting>

2. **Properly introduce yourself**

When signing into Zoom, please type your full name so that you can be properly identified.

o Please use the following format: Last Name, First Name Initial -Juror ID Number

Example: Jones, A. 1234567

o How to change your name: Hover over your video tile and click the three-dots on the upper right corner, select "**Rename**".

3. **Frame the camera correctly**

When you're on video make sure to:

o Frame your camera in a way that feels natural and allows you to look directly at the camera.

o Choose a spot where the background is courtroom appropriate and with no bright lights behind you.

o Always speak into the computer microphone and do not get up and walk around during the remote check-in or trial.

o Turn your camera **ON** while participating in juror check-in and the trial.

4. **Wear Court-appropriate attire**

All persons who appear in any virtual courtroom shall dress appropriately as if they were appearing in person in a traditional courtroom set up. The following shall not be worn while appearing via Zoom: sunglasses, hats, tank tops, or any other attire inconsistent with the traditional dignity of the court.

5. **Mute yourself when not speaking and enable video**

Even though you may not be speaking and think you are being quiet, most microphones (including phones) can pick up minor background noises, like coughs, sneezes, paper handling, or typing. These sounds cause delayed feedback and can easily distract other participants, including the court reporter who might not be able to properly transcribe the proceeding.

6. **Let everyone know who is speaking**

In a virtual world it is very important that participants know who is talking. Please start speaking by stating your name, and then speak slowly and as clearly as you can. This will help the Judge, clerk, court reporter and jury services staff understand what you are saying.

7. **No recording or broadcasting allowed**

Pursuant to Rule 1.150(c) of the California Rules of Court, court proceedings may not be photographed, recorded, or broadcast without advance permission from the judicial officer presiding in the department.

8. **Reminders and Etiquette**

- Only one person can speak at a time.
- Avoid distractions.
- Make sure you have access to a power source.
- If you are excused by the courtroom please leave the remote hearing immediately.
- If your call is dropped at any time and you cannot reconnect, email Jury Services at: CourtJury@solano.courts.ca.gov or call 707-207-7350.

9. **Juror Orientation Greeting**

Jury staff will conduct orientation at the start of the juror check-in process. Thank you for your patience!