

MOHAVE COUNTY SUPERIOR COURT INFORMATION TECHNOLOGY POLICIES AND PROCEDURES

PUBLIC PROCEDURE REMOTE CIVIL JURY TRIAL PILOT - WITNESS PROCEDURES

Policy P-468b
Public
Version 2.0



OVERVIEW

Mohave County Superior Court is expanding the remote Jury selection process into a full remote Jury Trial.

During this process it is expected that all Jurors, Witnesses, Case Managers and Attorneys will all participate in the hearing from a remote location with the Judge having the option of appearing remotely or in person.

The jury should not be shown any exhibit which has not been admitted into evidence. If it is necessary for a witness to see an exhibit which has not been admitted, the following procedure can be used.

PREREQUISITES

In order to complete a full remote Jury Trial, the following prerequisites must be met prior to the trial date.

- All parties are certified by the Jury Clerk or Court IT prior to appearing remotely for any court hearing. This certification process ensures the remote party understands the technology well enough to participate in the hearing.
- Witnesses must have the ability to receive email communications.
- Witnesses will be viewing evidence via CaseLines during the Trial
- Attorneys will be taking on the responsibility of registering and training all Witnesses on how to log into and use CaseLines to view the evidence.

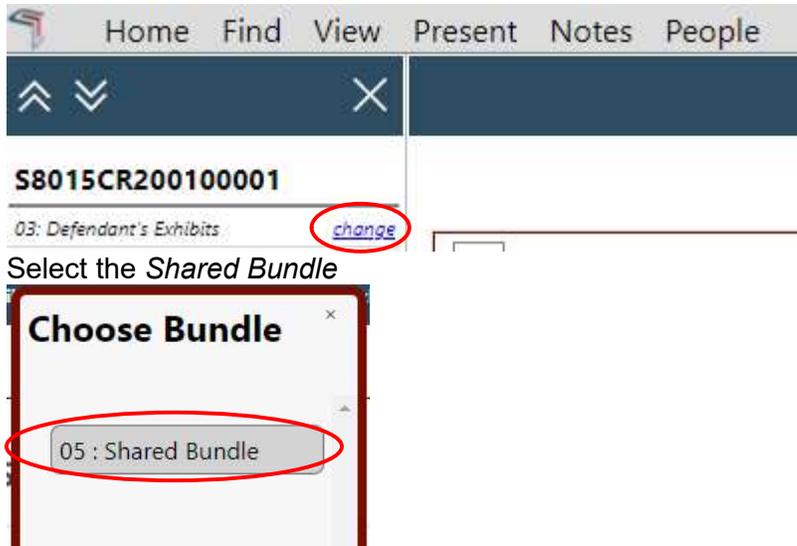
ROLES AND APPEARANCE LOCATION

- Attorneys
 - All Attorneys would be appearing remotely.
 - Responsible for registering and training Witnesses on the use of CaseLines to view Evidence.
- Witnesses/Expert Witnesses
 - Appear remotely.

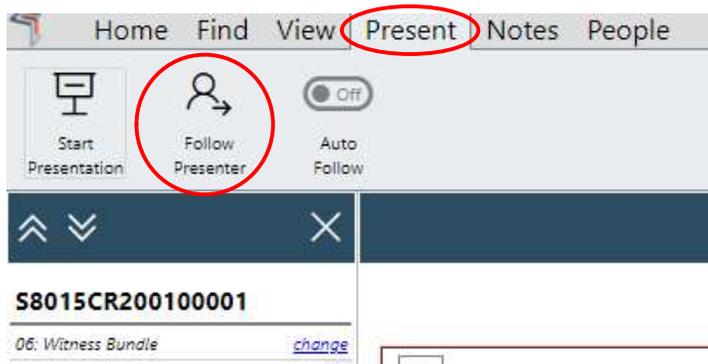
WITNESS INSTRUCTIONS FOR CASELINES EXHIBIT VIEWING DURING TRIAL

Log into CaseLines from the link the Attorney sent to you.

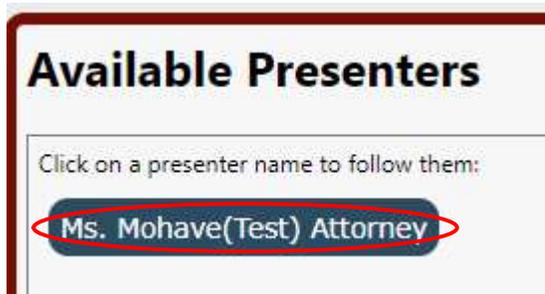
Enter the *Review* tab of the case (link in chat), then click [change](#) (If the Shared Bundle is not shown)



Next, click on *Present*, then *Follow Presenter*



Click on the attorney's name in the list of *Available Presenters*



Return to the Zoom meeting to continue testimony when instructed to do so

Gallery view

- The Gallery view offers a glimpse of all remote jurors at once and may offer up a better view.
- Open the participants window by clicking on the Participants on the bottom tool bar. By doing this the participant will have the ability to quickly see a list of all the participants and manage them from this one window.

Keyboard shortcuts to help participants

- Alt F1 – Switch to Active Speaker mode
- Alt F2 – Switch to Gallery video mode
- Alt A – Mute and Unmute

For Participant only -

- Alt Y – will raise and lower your digital hand