



Superior Court of California,
County of El Dorado

DEPARTMENT 9 REMOTE JURY SERVICE REPORTING INSTRUCTIONS

Report Date: Tuesday, August 04, 2020

To reduce unnecessary travel to courthouse facilities, the Court is conducting Department 9 jury service appearances remotely via Zoom for the jury selection process.

If selected to serve a juror, in-person appearance at the jury trial is required at a date and time to be determined by the judicial officer.

Request to be Disqualified, Postponed or Excused:

If you are requesting to be disqualified, postponed or excused, visit <http://www.eldoradocourt.org/divisions/jury.html> for instructions. Please submit your request **as soon as possible** after receiving your Summons for Jury Service.

Instructions for Remote Jury Service:

If you have been summoned to serve remotely via Zoom for jury service, please take the following steps:

- After 5:00 p.m. the COURT day before you are schedule to serve via Zoom, call (530) 621-6404 or visit <https://jury.eldoradocourt.org/login> to check your juror status.
- Your service will be confirmed, postponed or cancelled.
- If you are instructed to report for jury service remotely via Zoom, please use the instructions listed below to report for jury service.

NOTE: Access to internet and a device with video/audio capabilities is required for remote jury service (tablet, desktop computer, PC, laptop, smartphone, etc.). If you do not have this capability, please contact the Jury Commissioner's Office **as soon as possible** at (530) 621-7469.

Join Zoom Meeting:

Please click on the following link from your tablet, desktop computer, PC, laptop or smartphone:

<https://us02web.zoom.us/j/87162523478?pwd=TnViU0VBTEdEOXZla0l1Z2prNC9UZZ09>

Carefully follow the prompts and enter the following information:

Meeting ID: 871 6252 3478

Passcode: 477928

Virtual Courtroom Rules and Responsibilities:

1. Be on Time:

Join the Zoom meeting five (5) minutes prior to the reporting time. When you join the meeting, you will be placed into a waiting room until the Court admits you into the courtroom. Once you are admitted, simply stay in the meeting, even if there is only silence. Please ensure all equipment is fully tested in advance so that you are ready when jury service begins. Avoid using battery power only devices. Plug into a good power source during jury service as you may be waiting periodically.

For detailed audio/video guidelines and troubleshooting visit:

<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

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

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

2. Properly Identify Yourself:

When signing onto the virtual courtroom, please type your full name as it appears on your summons so that you can be properly identified and admitted into the courtroom. Once you are admitting into the courtroom, wait until the judge or clerk calls your name.

NOTE: If you make a mistake or are asked to fix your name, click on the *Participants* icon at the bottom of the Zoom window; hover over your name; click *More*; select *Rename*.

3. Frame the Camera Correctly:

When you are on video, make sure to:

- Frame your camera in a way that feels natural and allows you to look directly at the camera, not at the screen.
- Choose a spot where the background is courtroom appropriate and with no bright lights behind you.
- Always speak into the device microphone and do not get up and walk around while court is in session.
- Children and other persons are not permitted to be present during jury service.

4. Where 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 setting. The following shall not be worn while appearing via Zoom: sunglasses, hats, tank tops or crop tops. Acceptable court attire is business or casual dress.

5. Mute Yourself When Not Speaking:

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 can easily distract other participants, including the court reporter who might not be able to properly transcribe the proceeding.

NOTE: By default, all participants will be muted upon entry.

6. Only Speak When the Court Addresses You:

Please refrain from speaking until the judge or clerk calls your name. When your name is called, remember to speak slowly and as clearly as you can. This will help the judge or clerk to understand what you are saying.

7. No Recording or Broadcasting Allowed:

Proceedings may not be photographed, recorded (audio or video) or re-broadcast by anyone without prior written judicial authorization pursuant to California Rules of Court, rule 1.150.