

Tech Tips for Online and Hybrid Trials

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1 Experienced or Trained Personnel

The Court should have a **“Technical Bailiff”** who can setup and administer the virtual courtroom and troubleshoot in real time.

Attorneys should have a **designated tech person** who can setup and troubleshoot the technology and equipment for the trial team and their respective witnesses.

2 Equipment

Use **multiple monitors** to organize and display the evidence, the witnesses, and to view all of the court or trial participants.

Have a **backup computer** preloaded with all of the documents and exhibits.

Ensure that the **webcam** delivers a clear, high-definition picture.

Ensure that the spoken **sound quality** is clear for live and recorded presentations.

3 Logistics

Familiarize yourself with the features of the **video conference platform**.

Choose a secure **filesharing service** to exchange documents.

Provide contact info for **IT support** for issues during the proceedings.

4 Setup

Ensure your **location** is free from noise and visual distractions.

Backgrounds should be neutral and professional. Avoid personal items and photos. Do not use virtual backgrounds unless directed by the court.

Your face must be well lit. Natural light is the best, but if using a lamp, place it in front of you. Avoid light from behind or directly above you.

Place camera at **eye level** so that you are making direct eye contact with your audience.

Create protocols for **communication outside of the meeting platform** (Messenger, iMessage, Google Hangout, Slack, etc.)

5 Platform Settings

Establish protocols for **chat or Q&A** functions on the platform.

Select **side-by-side display** so decisionmakers can see both the witness and questioning counsel (or the witness and evidence) during testimony.

Set up a **tutorial video** to show participants how to change from speaker to gallery view, hide non-video participants, how to join and exit the jury assembly or breakout room, how to turn on/off their video, and how to mute themselves.

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PRACTICE, PRACTICE, PRACTICE