

Best Practice Tips for a Virtual Jury Trial

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Do!

1. Be organized
2. Prepare
3. Give it time

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Be Organized

- At least 2 clerks and 1 bailiff
- “Run of show”
- Checklists
- Try to be in the same room with sound cancelling headphones & microphones
 - This can make it easier to troubleshoot

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Prepare

- 1. Collect email addresses and telephone number by survey
 - Helps communicate if there are connection issues
- 2. Allow jurors to practice joining before jury duty begins
- 3. Laptop users
 - How to provide them and practice a head of time

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Give it Time

- Allow more time than usual for juror check-in
 - You'll need to give them lots of instruction on using zoom features
 - Everyone has different devices, so it will take longer to explain

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Don't

1. Overload
2. Allow distractions
3. Rush

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Don't overload the jurors with info

1. There was more that could have been condensed, combined, or eliminated in the information we sent out
2. Too many emails may make them stop opening and reading
Some jurors admitted they didn't read everything sent to them!
3. Links that can be clicked worked best

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Do not let
the juror
use 'chat'

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Don't rush

1. Allow extra time for everything
2. Everyone is on a different device – including staff!

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Bailiff Tips

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Thank
you!