

“I’m Not A Cat”: How to Survive Your Next Zoom Trial or Hearing

Presented by Tania Williams



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A screenshot of a Zoom meeting grid with 20 participants. The participants are arranged in a 5x4 grid. The third participant in the first row, Judge Milena A..., is highlighted with a green border. The Zoom logo and a 'DO NOT RECORD' watermark are visible in the bottom right corner of the grid. The meeting controls at the bottom left show a play button, a volume icon, and a timer at 9:43 / 6:51:50.

Maria A. (Clerk)	Daniel Lopez (B...	Judge Milena A...	Hector Mesa	(P) Ryan Peters...
(D) Luis Perez E...	Ramon Rodrigu...	11 Lauren Louis	6 D. Cutie	16 L. Espino
24 M. Castro B...	2 Milagros Zeq...	21 C. Wilks	13 M. Gonzalez ...	18 C. Welker
7 M. Briones	5 Catherine Pic...	8 Cindy Alonso	4 Tomas de la ...	20 A. Perez-Po...
9 S. Riesco	25 J. Sandstro...	17 A. Kerner	22 T. David	14 C. Arango

The Rules

AOSC20-23, Amendment 9
(Section III.B.)
February 17, 2021

Civil Trial Requirements

All parties consent

Criminal Trial Requirements

- Knowing, voluntary, intelligent consent by Defendant in writing, signed by Defendant AND orally on the record
- Defense attorney must state orally on the record that he/she has discussed the potential advantages and disadvantages of remote trial with Defendant AND that attorney has concluded that Defendant knowingly, voluntarily and intelligently agreed to remote trial
- ASA must state on the record the State and victim's position, if applicable, for consideration by trial judge

Grounds For Excusal or Dismissal

A juror may be excused or dismissed if:

- 1. Can't meet screening requirements**
- 2. High risk as defined by CDC**
- 3. COVID-19 childcare exception**
- 4. On FFCRA Leave**

Know the Court's Requirements

The Set Up

Set up Tips



- Get an external microphone
- Get an external light (use low light setting)
- Zoom with a device other than your laptop and set it further back for a wider shot.
- If the client is in the office with you, print the exhibits for the client

Set up Tips (cont.)



- Use one central microphone to avoid feedback.
- Use an extra laptop, connect to a tv so both of you can view on a large screen
- If the client is in a separate location, have them print the exhibits or have them ready to view on a separate device.

Zoom Video Controls

Camera

c922 Pro Stream Webcam 

Original ratio HD

My Video

Mirror my video

Touch up my appearance 

Adjust for low light Auto 

Always display participant names on their video

Zoom Video Controls

- Always display participant names on their video
- Turn off my video when joining meeting
- Always show video preview dialog when joining a video meeting
- Hide non-video participants
- See myself as the active speaker while speaking

Maximum participants displayed per screen in Gallery View:

- 25 participants
- 49 participants

Did not see any video, [trouble shooting](#)

The Prep

**Prepare your client and
witnesses...PLEASE!**



Remind your clients that this is still court - dress appropriately



Have a plain background and be seated at a table or desk



Do not attempt a zoom trial on your phone. Ideally, they can use a tablet to zoom and they can view their laptop at the same time to review documents.

Client Reminders for Virtual Hearings and Trials

Preparing Your Clients and Witnesses

- Give them tips about how the process will work
- **DO A TRIAL RUN**
- Zoom Participant Name
- Mute when not speaking

Witnesses and Exhibits

**If you know how to try a
case, it doesn't matter
the medium**

Foundational Principles Still Apply

Foundational Requirements:

1. Relevant
2. Reliable
3. Right

Foundational Process:

1. Do you recognize it?
2. How do you recognize it?
3. What is it?
4. _____

Billboard Test

Preparing the Exhibits

- **Create a pdf “binder” with all Exhibits**
- **Pre-number exhibits and digitally insert numbers on exhibits**
- **Remember the courtesy copy**

Know the Court's Requirements

How Zoom Works



Zoom Controls



Unmute



Start Video



Security



1

Participants



Chat



Share Screen



Record



Breakout Rooms

End

Zoom Controls

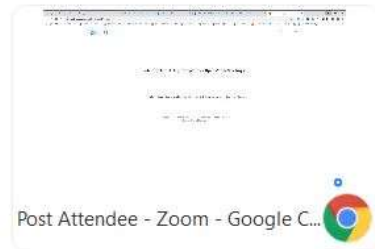
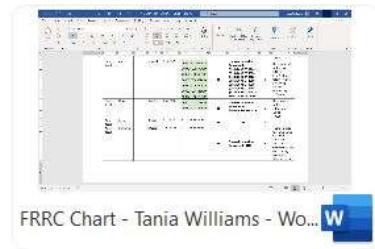
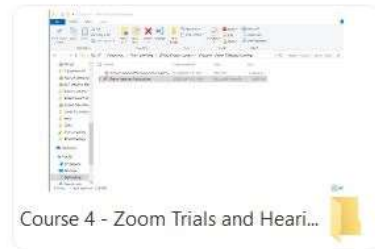
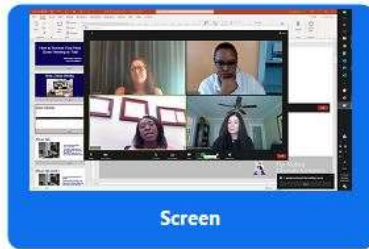
Select a window or an application that you want to share



Basic

Advanced

Files



Share computer sound

Optimize Screen Sharing for Video Clip

Share

Select a window or an application that you want to share.



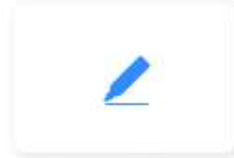
Basic

Advanced

Files



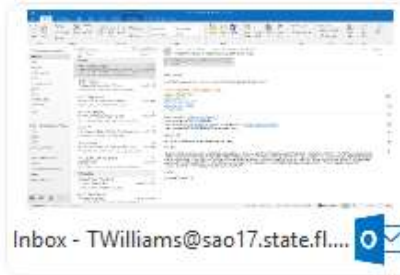
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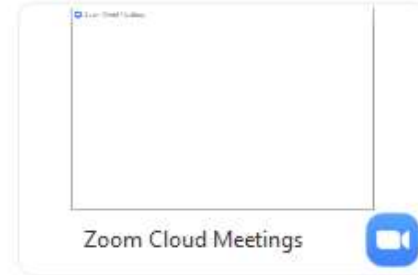
Whiteboard



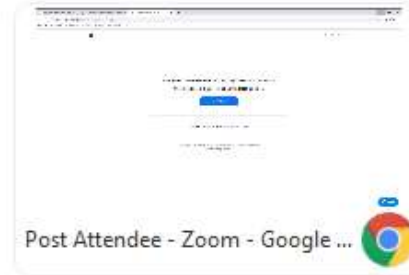
iPhone/iPad



Inbox - TWilliams@sao17.state.fl...



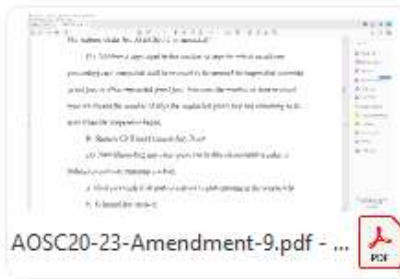
Zoom Cloud Meetings



Post Attendee - Zoom - Google ...



Zoom-Hearing-Presentation.pptx...



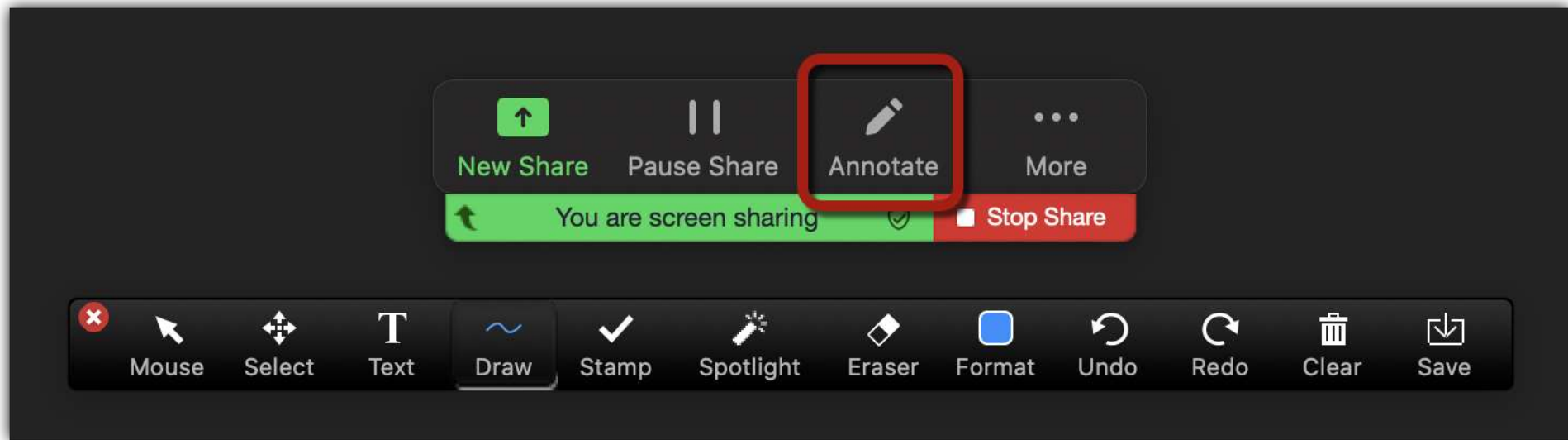
AOSC20-23-Amendment-9.pdf - ...

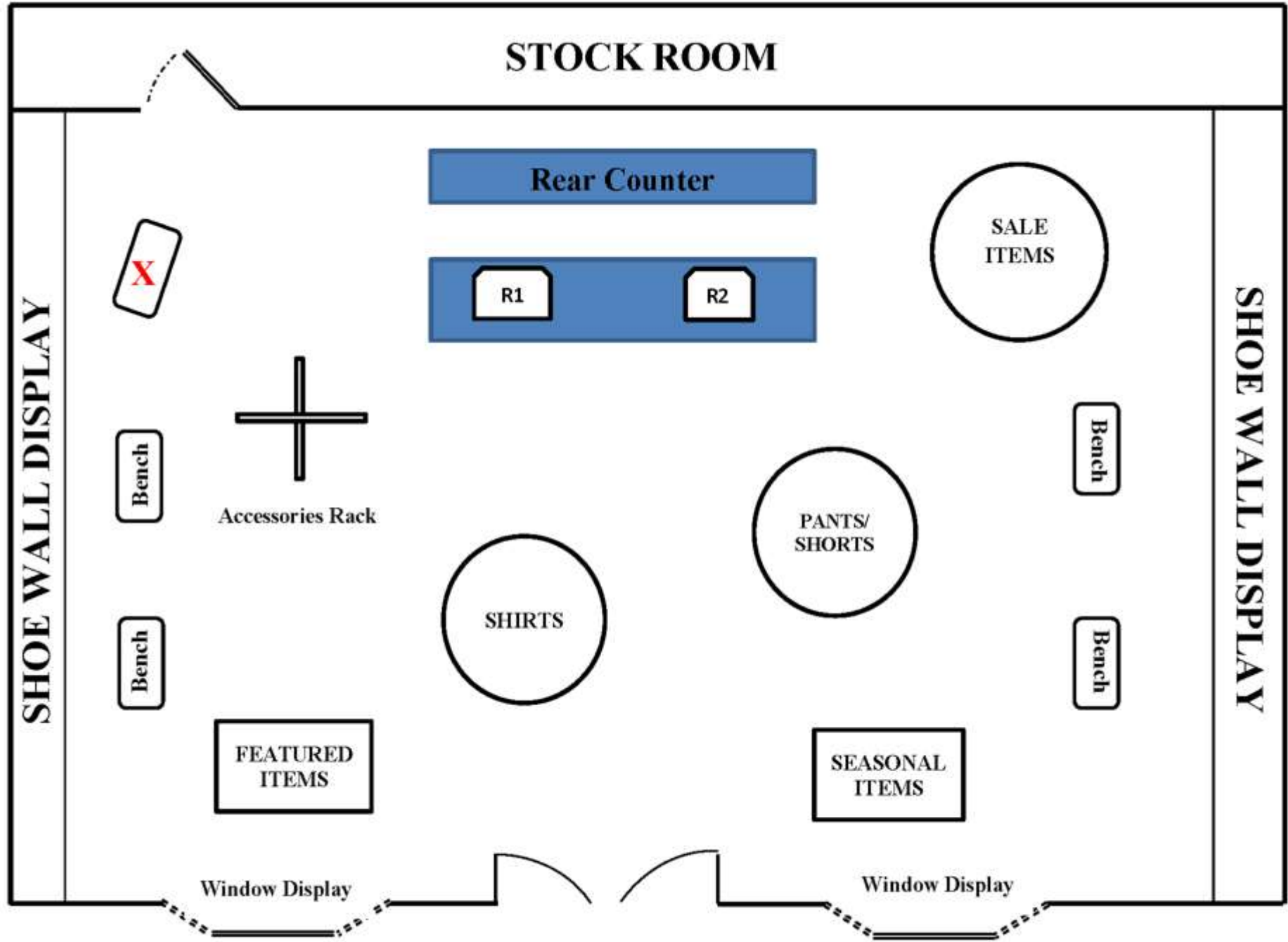
Share computer sound

Optimize Screen Sharing for Video Clip

Share

Zoom Annotation Controls





X – Location of Detention

Zoom Controls

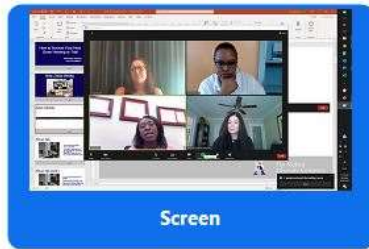
Select a window or an application that you want to share



Basic

Advanced

Files



Screen



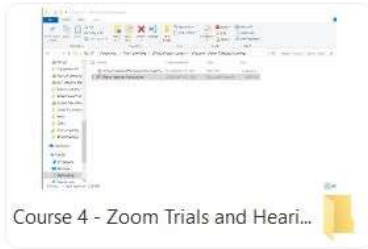
Whiteboard



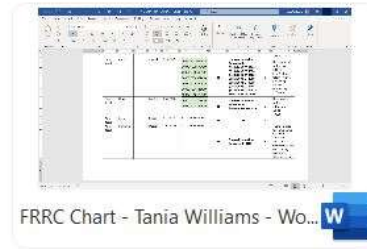
iPhone/iPad



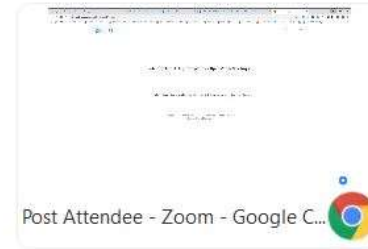
Zoom Hearing Presentation - Po... P



Course 4 - Zoom Trials and Heari...



FRR Chart - Tania Williams - Wo... W



Post Attendee - Zoom - Google C...

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Optimize Screen Sharing for Video Clip

Share

Tech and the Privilege

**Lawyers are governed
by two rules:
confidentiality and
attorney-client privilege**

**Duty of confidentiality is
based on the rules of
ethics**

**Attorney-client privilege
is usually statutory and
is a rule of evidence**

**Duty of confidentiality is
broader than attorney-
client privilege and is in
effect at all times**

The chat feature in Zoom
is **NOT** private. Host has
ability to save it.

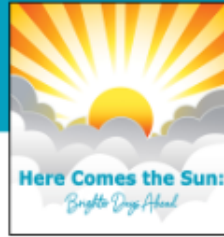
**DO NOT use the chat
feature to communicate
with your client**

Other Options:

- Text
- Portal
- Google doc

Questions?

*Special thank you to
LegalFuel and
The Florida Bar*



The Florida Bar Continuing Legal Education Committee,
LegalFuel: The Practice Center of The Florida Bar, and The
Florida Bar Standing Committee on Technology present

Annual Technology Symposium **Powered by LegalFuel**

Wednesday, June 9, 2021, 9:00 a.m. – 5:00 p.m.

COURSE CLASSIFICATION: INTERMEDIATE

Course 4383

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OVERVIEW

LegalFuel: The Practice Resource Center of The Florida Bar and the Standing Committee on Technology will present a full day of technology workshops, comprising 7 hours of CLE-eligible programming. These workshops will give attendees a better sense of what kinds of technology and services they can implement in their firms to improve operational efficiencies.

Sessions will be as follows (order and some speakers may change).
