
Most Worshipful Prince Hall Grand Lodge of F.&A. M. for the States of Oregon, Idaho, & Montana

Remote Trials Participation Guide

This guide is for masons with a Grand Lodge trial scheduled for a remote hearing and who are not an attorney or witness. Remote hearings are any hearing where all parties participating in the trial appear by video or phone. All defendants, attorneys, and witnesses will remote.



The jurisdiction uses **Zoom** to host its remote hearings. Zoom may be joined from a computer, mobile device such as a smartphone or tablet, or through audio by phone.

Before the Remote Hearing

- Contact the Grand Secretary or, if you have an attorney, ask your attorney to contact the Grand Secretary, if any of the following apply:
 - Your contact phone number or email address changes.
 - You are unable to find a private, quiet location with reliable Internet connectivity or phone coverage.
 - You do not have a phone or reliable phone service.
 - You do not have childcare or coverage for other caregiver responsibilities.
 - You require an interpreter and the language required, for yourself or a witness.
- Make sure you are in a private, quiet location where there are few interruptions and distractions so that you can fully participate in your trial.
- Make sure that whatever device you use to connect to the remote hearing is charged and has a reliable Internet connection.
- Do not share the hearing invite, link, or password with anyone. Contact the Grand Secretary if you think someone else needs the remote hearing information.
- If you are joining by smartphone, download and sign up for the Zoom app.
- Have the Presiding Officer's phone number available before the time scheduled for the remote trial. If you have technical issues or your connection drops, you should call the Presiding Officer.
- If you are represented by an attorney, verify before the hearing how you will talk to your attorney privately during the remote trial.

During your Remote Trial

- Connect to the remote trial through the calendar invitation 5 to 10 minutes early to test the connection and resolve any technical issues.
- Use headphones equipped with a microphone, if possible. Your voice will be clearer when you talk, and participants in the case will be able to better hear you.
- Confirm that your device microphone and webcam are on and the speakers are turned up.
- Confirm that audio and video are turned on in Zoom, so everyone in the hearing can see and hear you. This can be managed through the Zoom controls.
- After you make sure that audio and video are working on your device, mute your audio until the Presiding Officer asks you to talk.
- Mute any other devices that you have in the room. Having a second set of speakers will cause a feedback loop, or high-pitched squeal. Other devices may also create an echo.
- The Presiding Officer may not start right away, please be patient and wait.
- The Presiding Officer will begin by taking a roll call of the participants.
- Everything you say will be recorded. Do not participate in any conversations during the hearing that should not be part of the record.
- Say your name each time you start talking, by saying, "This is _____," so that the record (recording) is clear about who was talking.
- Stay on mute until you are called on and remember to mute after you are done speaking.
- Only one person at a time should be talking. You should pause 1 to 2 seconds before talking in case there is a delay.
- Do not speak at the same time as someone else. Participants must take turns.

- Inform the Presiding Officer if you cannot hear, if your phone or computer are cutting out, or if you have other problems with the technology. It is important that you are able to participate.
- Do not record the hearing without official approval from the Presiding Officer.
- Do not broadcast or live stream the hearing.
- Do not use a speakerphone.
- If you are connecting by telephone, do not place the call on hold at any time.

General recommendations when joining a remote hearing by video:	Additional recommendations when joining from a mobile device:
<ul style="list-style-type: none"> ○ Dress appropriately as if you were in lodge; a solid color is recommended. ○ Be aware of what is behind you, find a solid color wall if possible. ○ When you talk, look directly at the camera, not at the screen. 	<ul style="list-style-type: none"> ○ Plan to hold still while appearing via video; moving around is distracting to the other participants. ○ Keep the camera pointed to your face.
<p>If you are having a hard time hearing, mute your computer microphone and speakers with the Zoom controls, and call the phone number for the remote hearing. Before you call into the phone number, let the Presiding Officer know that you are having trouble hearing and will be calling in. (You will be able to participate through by phone and still use video.)</p>	

Please remember this is a trial proceeding and participants must behave accordingly.

Interpreters

- If an interpreter is included as part of the remote trial, speak slowly and in short sentences.
- When speaking, say 1 or 2 sentences and stop to allow the interpreter time to translate.
- Wait for the interpreter to finish their interpretation before talking or answering a question.

Witnesses

- If you are represented by an attorney, your attorney will contact the Presiding Officer to prepare for witnesses.
- If you are not represented by an attorney, check with the Presiding Officer regarding the steps for witnesses.
 - Witnesses are not allowed to hear other witnesses in trial.

Hearing Exhibits

- If you are represented by an attorney, your attorney will submit exhibits to the Presiding Officer.
- If you are not represented by an attorney contact the Presiding Officer for steps on submitting exhibits.
 - Exhibits can be eFiled to the Presiding Office by emailing the documents to the Grand Secretary.
 - Exhibits must be filed as a PDF document. If the exhibits cannot be filed as a PDF, contact the Presiding Officer.
 - The PDF document must be less than 25 MB in size. If it is bigger, split the document into multiple filings.
 - There must be an exhibit list or index linked to each exhibit.
 - The exhibits must be bookmarked.
 - Once received the Grand Secretary will stamp the documents.

Joining a Remote Hearing via Webex Webinars

Please contact the Presiding Officer if you are unsure how to access your trial. You may receive notice of the remote hearing in a variety of ways:

- Your attorney provides you the information.
- A standard hearing notice from the Presiding Officer with the link provided.
- An Invitation email for a Zoom Meeting.
- An email from the Presiding Officer with the link and password.

Webex Webinars can be joined in the following ways:

- Free Zoom Meetings app for Android or iOS mobile devices (Audio and Video).
- Web browser on PC or Laptop and Phone (Audio and Video dependent on microphone and webcam).
- When the time comes to join, click the link or the Join icon in the invitation email, or call the number provided to join via phone.

REMEMBER: Do not share the hearing invite, link, phone number, or password with anyone.

Joining Through the Free Webex App

- If not already downloaded, **Download** the Zoom Meetings app.
- **Open** the app after it is installed.
- Select **Join** and enter the access code (in the invitation email).
- Enter the meeting password (in the invitation email) and tap **OK**.
- The Zoom app allows you to preview your video before joining the proceeding, once done, tap **Join**.

Changing or Blurring your Background Before You Join the Meeting or Webinar

1. Click **Change Background** and then select on of the following options:
 - Click **Blur** to blur your surroundings while remaining in focus,
 - To use a default virtual background, click the one you want.
 - To use your own background, click the **Plus** icon.
 - Search for and open the desired image.
 - For best results, images should be equal to or greater than 1280 x 720 pixels.