**PROSPECTIVE JUROR CHECK-IN PROCEDURE**

* 1. The **Asst. Clerk** should begin by stating:

“Thank you again for your patience. When I call your name, please unmute yourself. I will ask you to confirm your name and juror number. If you have not already done so, I will change your screen name to include your juror number. Once you have been checked in, you should mute your microphone, and you can turn off your camera for a few minutes until we have finished checking everyone in. Once everyone has been checked in, I will let you know that we will soon be returning to the main room. Please make sure to turn your camera back on at that time.”

* 1. The **Asst. Clerk** should click the Participant button to display the list of jurors.
	2. They should call each juror’s name and do the following:
		1. Confirm their name and juror number with the Excel Sheet.
		2. Enter “Checked-In” in the “Checked In” column. If the template sheet was used, they should be able to use a drop-down for this.
		3. Confirm their phone number in the “Phone Number” column in case they get disconnected and need help.
		4. If their screen name is correct, then they are done.
		5. If their screen name is not correct, then click on their name in the “Text for Zoom Name” column in the Sheet. Hit “Ctrl-C” to copy the name. Hover over their name in the participant list in zoom. Select the button that says “More”. It will give you the option to select “Rename”. Once you do that, their name will appear in a dialog box. Hit “Ctrl-V” to paste their name in. Then click Ok. You could also manually type in “Juror #N – Last Name”. Their name should now match what was in the sheet.
		6. Once their screen name is correct, they are done.
	3. **OBSERVERS / NON-PARTICIPANTS:** If someone logs in to the zoom meeting but is not a prospective juror or a staff person participating in the impaneling, they should be asked to leave and observe via the court’s YouTube channel.
	4. **REFUSAL TO IDENTIFY:** If a person joins the zoom meeting and does not have their name showing or their camera on, they should be asked to identify themselves. If they do not respond, the **Host** should be made aware. If they do not respond to the **Host**, they should be removed from the meeting. (Click on the three dots on their picture and select “Remove”.)
	5. The **Asst. Clerk** should continue until they have checked everyone in. They should probably double check by asking “Is there anyone who I haven’t checked in yet?”
	6. Once the **Asst. Clerk** has confirmed that everyone is checked in, they should send a message using the Teams Group Chat that they are done and include their room number. They should also announce:

Thank you for your patience. We will be returning to the main room to start the Impaneling in a few moments. Please make sure your camera is on and your microphone is muted.

* 1. Once all **Asst. Clerk**s have reported that they are done, the **Host** will Close all breakout rooms. This will return everyone to the main room.

If the **Judge** has not yet logged on, the **Host** or the **Emcee** should notify the **Judge** with the Check-In status so that the **Judge** can join the meeting.