



NCMTP COURTROOM LIAISON CHECKLIST FOR ONLINE MOCK TRIAL ON ZOOM

<p>Before the Trial - THIS ROLE REQUIRES LOGGING INTO ZOOM CALL FROM A LAPTOP – NOT A IPAD OR MOBILE DEVICE – PREFERABLY WITH ZOOM DOWNLOADED ONTO THE COMPUTER</p> <p style="text-align: center;">renaming yourself on zoom: <i>Courtroom Liaison + Room # + Your Name</i></p>	✓
<ol style="list-style-type: none"> 1. Initially, you will be in the breakout room with the students before the judge/jurors arrives. Please remain in the room with video and audio off (as a virtual chaperone of sorts) but feel free to turn video/audio on if you need to address the group. 2. If you learn that a student or coach needs something from an event administrator, please click “leave room” to enter the main room and speak to an administrator. 3. Your trial judge/jurors will arrive within about 20 minutes. They will know that you will be in the breakout room in case assistance is needed. 	
<p>During the Trial</p>	
<ol style="list-style-type: none"> 1. Keep your video and mic OFF throughout the trial. 2. Please watch the trial using Gallery View 3. Press “record” immediately at the start of your trial (when court comes to order)!!!!!!!!!!!!!! 	
<p>After the Trial</p>	
<ol style="list-style-type: none"> 1. Join the judging panel and the observers to give the teams a round of applause. Please STOP recording when trial is finished. No need to record the jurors’ verbal feedback ! 	
<ol style="list-style-type: none"> 2. You are free to leave the meeting or listen to the critique (if you wish too). After you leave the meeting, it will be especially important that you do NOT turn off or close your laptop computer UNTIL Zoom completes the file conversion to an Mp4. This takes about ~ 2 minutes after you leave the Zoom call. Closing your laptop too quickly may corrupt the mp4 creation process. 3. Please upload mp4 file to this shared google folder after trial: https://drive.google.com/drive/folders/1KliXkrAmPxa27KdKFaFuVV6VPrEY0yXA?usp=sharing 	
<ol style="list-style-type: none"> 4. If asked by a juror or judge, please note the following: 	
<ol style="list-style-type: none"> a. Jurors and Judges should not leave the breakout room after trial. Instead, they should turn off their video/audio, complete their online ballot (within 10 min) and then turn their video/audio BACK ON to give oral feedback to the students. 	

WE APPRECIATE YOUR HELP!! THANK YOU, THANK YOU, THANK YOU!!!!