

Virtual Trial Guide for Defendants:

For trial matters that have been scheduled to proceed virtually, there are some new processes in place for both parties to follow. **Please Note: All confirmed trials will be proceeding by video, unless otherwise ordered by a Justice.**

Exhibit Processes:

Once it is confirmed that your trial will be proceeding and if you anticipate filing any exhibits with your trial, please submit all exhibits to our office **no earlier than 1 week and no later than 3 days prior to your court appearance**. Please note: Exhibits will still be retained by the court as per the allotted retention period.

For electronic files: These can be filed with the court by emailing poacourtclerks@grey.ca. On the trial date, these documents can be shared over Zoom with all parties using the 'Share Screen' function.

For physical objects: Items anticipated to be entered as an exhibit that cannot be emailed, can be mailed or arranged for drop-off at our office prior to the trial date. On the trial date, the clerk can put these objects on display for the presiding Justice using our exhibit camera.

For videos: Videos can be emailed, mailed or arranged for drop off at our office. The defendant can share the video using the 'Share Screen' function during the trial, or the court clerk can arrange viewing.

Sharing and Playing a Video:

1. Click the 'Share Screen' button located in your meeting controls.
2. A screen will open. Click on the **Advanced** tab and select **Video**.
3. Navigate to and select the video you wish to share, then click **Open**.

The Video will now open within Zoom and be visible to attendees.

Case Law: If any case law or supporting documentation is to be presented on the trial date, this can similarly be emailed to the court office **no later than 3 days prior to your court appearance**.

Swearing/Affirming: During the COVID-19 pandemic, witnesses will be asked to affirm before testifying. Anyone wishing to swear an oath must bring their own Bible or other religious book or sacred object to their virtual court appearance.

Exclusion of Witnesses: If an order for excluding witnesses is made by the presiding Justice, the clerk of the court will read the order and any witnesses needing to be removed will be placed into the virtual waiting room until they are called to testify.

Switching to Speaker View in Zoom: In the Zoom app, you have the option to change the way you see all participants in the virtual courtroom. In the top right-hand corner of the Zoom app, select view. This will allow you to select 'speaker view' which will make it easier to distinguish who is speaking during the virtual trial.

