Jones v Jones

How to: Host on Ipad

Before the meeting

1. All parties have downloaded Zoom.
2. If you are going to host, have a paid account so you can have a meeting for more than 40 minutes.
3. All parties except the judge have access to skype.
4. All are happy with their background.

In Zoom, to set virtual background, start your own meeting from the meetings tab and click start video.

Click top right to bring up controls.

Click virtual background. Should populate bottom of screen with options. Some are default, like the bridge.

You can also click + to add from your photos on your device.

If the + isn’t there, press on one of the photos which will give you the option to remove one. If you want a bespoke background add it to your photos and access it from there. A photo of a blank wall makes a good background.

In skype make sure your background is reasonably clear.

On either platform, either do a test call with someone to view it or turn your device camera on (as if for a selfie and have a look at yourself).

1. The host has email addresses for everyone to allow them to invite everyone.
2. Everyone saves the documents they want to show at the hearing to a place they can easily access within the hearing e.g. dropbox.
3. Perhaps the parties print off specific documents which they want to be able to access quickly at the hearing.

Setting up the meeting

1. For the host:

From homepage:

“Settings”

“Meetings”

Click off “always mute my microphone”. This avoids messing around when you get into the meeting.

Click off “always turn off my video”. Same.

Click off “use

1. From homepage

Click on “schedule” to schedule the meeting.

Perhaps best not to label it with the case name, maybe the case number?

Set start time. Set duration if you want to.

IMPORTANT:

Click off “use personal meeting ID”.

On one of the tutorials on the Zoom website it suggests that if you have this on, someone who came to one of your previous meetings could try and turn up to your new meeting!

Click “enable waiting room”. Useful security feature as you then allow entry or not.

Click “advanced options”

Click “automatically record meeting”.

(As host, for a hearing, this will be your responsibility. You will need to send the meeting record link to the court after the hearing)

Select recording location on your local device in a secure location.

Click “done”, then click “add”.

1. When it is time for the meeting:

From homepage select meetings

Click on the relevant meeting

Click “add invitees”.

Click “send email”

Add the email addresses.

Add your own email address to the list so you can join via that email if you want to.

Click send.

The meeting

1. A number of ways for the host to join the meeting. One way:

Homepage

Meetings on left

Click on meeting and start it

Top of the page you will be able to find the waiting room with the guests in it.

Wait until everyone is there.

The host allows everyone entry to the meeting.

1. The host then locks the room so no one else can enter

Click top right and use controls there to do this.

1. Host says:

“Room locked Sir (if male district Judge)

Host checks that all have microphone enabled and all can be seen and resolves this if not.

Judge: I will take a register now. Please confirm that you are here and that there is no one else who can see or overhear the meeting, by saying “yes”. If that is not accurate say “no”.

Mr X you represent the Applicant:

A: yes

Mrs X you represent the Respondent:

A: yes

Mrs Jones here?

A: yes

Mr Jones here:

A: yes

Other:

…..

Judge: Mr and Mrs Jones …………………………

1. Specific to Jones v. Jones:

Barrister for applicant has saved the case of White v. White from [www.bailii.org](http://www.bailii.org), to their dropbox. They have saved it in a folder which comes up in dropbox without too much clicking, ideally at the top of the dropbox. They have highlighted the passage they want to use, using the highlighting tool in MS Word.

Barrister for the respondent has saved their case outline document in the same way.

Barrister for the respondent knows how to use the whiteboard and has practiced.

1. Both barristers make their submissions to the judge.

Looking directly into the camera is important.

Perhaps they have a second screen above or below their camera so they can look towards the camera at the same time as looking at any notes.

Alternatively, perhaps they have some points pinned up or on a post-it, attached beside their screen.

To bring up the case law:

On the controls at top of screen, click

“Share content”

Click dropbox

Click on the document you want

Click “share”

Document should pop up.

You can scroll up and down by dragging the screen

You cannot edit the document on the screen

But you can use the pencil button bottom left

This brings up a bunch of options

Useful are spotlight and highlighter

One of the options on “share content” is “whiteboard”, as used in Jones v Jones

Query: a good option for a joint table of e.g. child contact arrangements?

There is more space if you use ipad in portrait rather than landscape.

Whiteboard can be cleared.

When you want to stop using either the document or the whiteboard click “stop sharing” at the top.

?Sharing might be good for joint consideration of a draft order.

In the alternative a draft could be emailed round, but it may be that not everyone will have 2 screens to make considering this easy.

1. When the parties go out, they leave the meeting. The judge leaves too, perhaps to deal with other cases.
2. A possibility would be to use the breakout rooms feature at this point for each party and their lawyers to go in to. It is suggested this is problematic:
3. The host controls the meetings including how much time and who goes to which room. How confident will the non-host or more likely the client of the non-host be, that the host isn’t listening in, in some way?
4. A co-host can be created but this doesn’t get round the problem, the lack of trust could hinder things.
5. It is suggested that a better option is for the parties, when they go out to use a completely different method of communication. Skype is the obvious answer. The barrister should host a skype call with their solicitor and client. They can then also undertake a skype call with their opponent.
6. When a settlement is reached or negotiations end, the host asks the judge to indicate when would be a suitable time to reconvene the meeting. This would either be by communication with the judge or perhaps with an usher?

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