

# Multnomah County District Attorney's Office

## Guidelines for Grand Jury Remote Testimony

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The Multnomah County District Attorney's Office uses Cisco Webex for remote grand jury testimony. If you have not used Webex before, you may go to <https://help.webex.com/> to download the app and review instructional materials.

### Preparing for your Testimony

- Review your subpoena or Webex email invite for instructions on when to appear. If you have any questions about the time of your hearing/testimony, please contact our office at the number listed on the subpoena. Please have your DA# available for reference.
- Make sure to install Cisco Webex software before your video appearance to avoid delays and/or technical difficulties.
- Test your connection to Cisco Webex by visiting <https://www.webex.com/test-meeting.html>
- Connect 5-10 minutes early to allow time to resolve any technical problems.
- Arrange for a quiet, private location (where no one else can hear your testimony) for your hearing/testimony.
- Use headphones, if available to improve audio so everyone can hear clearly.
- Make sure your background is appropriate.
- Dress as you would to go to court.

### Join a Meeting

- When it is time for your hearing, click the 'Join Meeting' button/link in your email; OR go to <https://signin.webex.com/join> and enter the access code and meeting password contained in the original email.
- When entering a name, preferred format is: **First Name Last Name**
- Make sure your audio and video (microphone and webcam) are enabled.
- If the sound quality on the video makes is hard for you to hear, mute your computer microphone and speakers, then call the 'Join by phone (audio only)' number provided in your emailed instructions.

### During your Testimony

- You should be alone in the physical room where you are located. It is expected that all electronic devices, other than the one used to access the remote hearing, are turned off during the testimony. No other programs or windows should be open on your device or computer.
- At the beginning of the Grand Jury Proceeding you will be placed in what Webex calls a 'waiting room'. If your hearing/testimony does not begin right away, please be patient and wait. The grand jury may be concluding another hearing/testimony.
- Please talk slowly and directly into the phone\microphone.
- Place your phone\computer microphone on MUTE when you are not speaking to avoid background noise.
- If sound quality is an issue, you may mute your computer microphone and speakers and dial in to the conference call number. (You will be able to participate through the telephone connection for audio and continue to use the Webex application for video.)
- If you're disconnected or experience problems, rejoin the hearing through the same link.
- If an Interpreter is on the line, please wait for the interpreter to finish their interpretation before talking or answering a question. Slow down and speak in short sentences. Do not say more than one or two sentences at a time
- This is an official court proceeding. It is on the record and being recorded.
- Do not take photos or recordings of the hearing/testimony.
- Behave like you would in a physical courtroom.