Quick Reference Guide for Parties:
Electronic JDR - Participating in Breakout Sessions

This quick reference guide provides instructions for parties on how to use a breakout session in an electronic Judicial Dispute Resolution (JDR) using Webex Meetings. During an electronic JDR, there are a number of options for counsel and the client to have a private discussion:

- If counsel and the client are attending from the same location (e.g., law firm office), the camera can be turned off and the microphone can be muted.
- If counsel and client are not attending from the same location:
  - Each camera can be turned off and each microphone can be muted while a discussion takes place between counsel and the client by telephone.
- The private electronic breakout sessions available through Webex Meetings can be used.

Breakout sessions can also be used when counsel and the client are attending from the same location, and the judge elects to have a private discussion with them in the absence of the other parties.

The information below outlines the requirements for participating in electronic breakout sessions.

Online Proceedings – Getting Your Equipment Ready

Download the Webex Application: Electronic JDRs require attendance through the Webex application, which can be downloaded onto your desktop from here webex.com/downloads.html using your internet browser of choice or from the app store on your smartphone.

It's essential to test Audio and Video prior to joining an online proceeding. You will need to manage the microphone, speakers and web camera during these proceedings. Try this site prior to joining an online proceeding so that you are familiar with the WebEx controls.
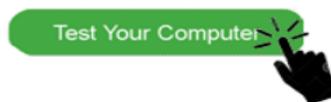
Participating in Electronic Breakout Sessions:

The judge hosting the electronic JDR will (at the appropriate time) send parties to one of two breakout rooms (the Appellant room or the Respondent room). Click 'Join Now' on the notification you receive from the judge.
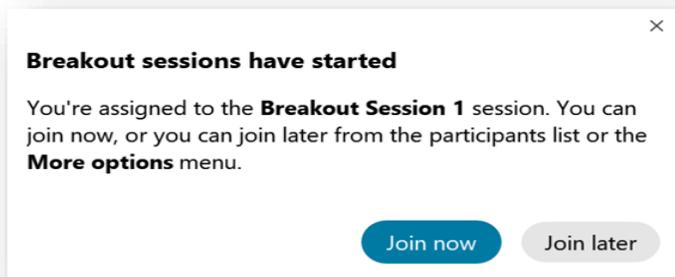
Discussions in a breakout room cannot be heard in the main meeting room.

The judge can join the breakout session if necessary.

If you require help while in a breakout room, you can select the 'Ask for Help' button, and the judge will be notified.

When you are asked to return to the main meeting room, there will be a 30 second count down before you return.
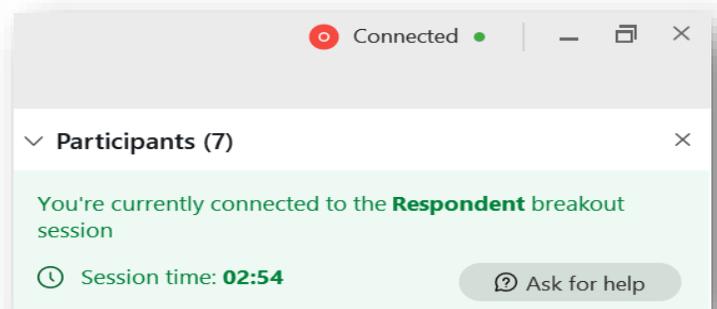
The judge may send a broadcast message to all or one of the breakout sessions. If you need to reply, use the 'Ask for Help' button.