

# GLOSSARY OF TERMS

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z

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## A

### **At @mention**

To get someone's attention, type @, then their name (or pick them from the list that appears). Type @team to message everyone in a team or @channel to notify everyone who favorited that channel.

### **Activity**

The Activity button is located on the left pane of the Teams application. The Feed shows you all your notifications and everything that's happened recently in the channels you follow.

### **Adaptive Card**

Adaptive Cards are a way to present snippets of information to a user within a larger application. Adaptive Cards will appear throughout the day showing scheduled hearings in the Courtroom channel.

### **Attendee (role)**

Participants in a Team meeting can have one of two roles - Attendee or Presenter. Attendees have limited access - they can participate in meeting chat and can speak and share video.

### **Audio devices**

Equipment that is either built-in or attached to a computer for the purpose of playing sound, such as speakers or microphone.

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## B

### **Bailiff**

A court official or officer who may facilitate a proceeding.

### **Bench Conference channel**

A discussion channel in the Teams application which only the judge, court's clerk, and attorneys have access to. Click the *Bench Conference* channel on the left to hold a private bench conference, then use either the *Start a new conversation* chat feature or the *Meet now* video conference feature to invite participants and start or join a bench conference.

## C

### **Cache**

A cache is a hardware or software component that stores data so that future requests for that data can be served faster. Internet browsing cache is internet browsing history which allows websites you have previously visited to load up quicker, however, cached/stored data can also prevent new functions from working correctly until you manually clear the cache on your Internet browser. For example, you may need to sign out or clear your cache to access the correct environment in the Virtual Justice platform.

### **Channels (standard, private)**

Channels are dedicated discussion areas in the Teams application. The *Courtroom*, *Bench Conference*, *Chambers*, *Client-Attorney Discussion*, and *Witness Lobby* are some of the discussion channels that have been setup in the Virtual Justice platform. Click a channel to hold or join a private video conference or chat conversation in that channel.

### **Chat / Start a new conversation**

A feature in the Teams application which allows users to type messages to each other. To chat with the whole team, select *Teams*, pick a team and channel, write your message, and click *Send*. To chat with a person or group, click *New chat*, type the name of the person or group in the *To* field, write your message, and click *Send*.

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## **Client**

A person who employs or retains an attorney to represent him or her in any legal business to assist, counsel, and defend the individual in legal proceedings, and to appear on his or her behalf in court.

## **Client Attorney Discussion channel**

A discussion channel in the Teams application which only Counsel or Client has access to. Click the *Client Attorney Discussion* channel on the left to hold a private client-attorney discussion, then use either the *Start a new conversation* chat feature or the *Meet now* video conference feature to invite participants and start or join discussions.

## **Counsel**

Lawyer, attorney, attorney-at-law, counsellor, counsellor-at-law, solicitor, barrister or advocate, licensed to practice law and provide legal advice.

## **Courtroom channel**

A discussion channel in the Teams application which all participants in your Virtual Hearing have access to. Only the Judge and court clerks can start the hearing using the *Meet now* feature. After the hearing has started, others can click *Join* to attend.

## **Court Management Portal (CMP)**

A platform used by Court Administrative personnel to assign users to a calendar.

## **D**

## **Defendant**

Someone who is being sued or accused of committing a crime.

## **Device settings**

A feature in the Teams application which allows users to adjust, check and test their audio, visual/display equipment. Click *Device Settings* to check your audio and video connections.

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## **Display name**

The name of the participant which will be displayed during the Virtual Hearing. This is entered in the Registration Portal or before joining the Virtual Hearing video conference meeting. The display name can either be the participant's real name or an alias.

## **Display or visual devices**

Equipment that is either built-in or attached to a computer for the presentation of images, such as a monitor or camera.

## **Domain or Domain name**

Simply put, a domain name (or just a domain) is the name of a website. It is what comes after "@" in an email address, or after "www." in a web address. If someone asks how to find you online, what you tell them is usually your domain name, e.g. virtualjustice.com

## **E**

### **Environment (tenant)**

A collection of elements, factors, conditions, tools, services, software applications and supporting infrastructure surrounding a technical solution, which serves one or multiple customers. Each Judiciary may have its own environment; as such, after signing into the Teams application, click the drop-down in the top right corner and change between the Virtual Justice environment and another environment you may belong to.

## **E**

### **Files**

The Files feature in the Teams application provides users with the ability to share and view files. Click *Files* on the left to see all files shared across all of your teams. Click *Files* at the top of a channel to see all files shared in that channel. Click *More options ...* next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!

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## G

## H

### **Help**

Click *Help* on the left, then choose Topics, Training, or What's new. In *Help*, browse the tabs or search for a topic you're interested in.

## I

### **Internet browser or web browser**

An Internet browser, web browser, or browser is a software application for accessing information on the World Wide Web. When a user requests a web page from a particular website, the web browser retrieves the necessary content from a web server and then displays the page on a screen.

## J

### **Join**

After a video conference (e.g. Virtual Hearing) has started in a channel via the Meet Now button, a *Join* meeting option will appear in the discussion pane in the center. Click *Join* to attend the Virtual Hearing in the Courtroom, or join another video conference (e.g. Bench Conference) in another channel.

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## L

### **Link**

A hyperlink, or link, is reference data that users can click on to access a website or document.

### **Litigant**

A person who is involved in a lawsuit.

## M

### **Meeting Room channel**

A discussion channel in the Teams application which only the judge and court's clerk can invite participants to hold or join discussions in. Click a Meeting Room channel on the left, then use either the *Start a new conversation* chat feature or the *Meet now* video conference feature to invite participants and start or join discussions.

### **Meet now**

The *Meet now* feature is under the area where you type a message. Click *Meet now* to start a video conference meeting in a channel. If you click *Reply*, then *Meet now*, the meeting is based on that conversation. After clicking on *Meet now*, enter a name for the meeting, then start inviting people.

### **Microsoft Office 365**

Microsoft Office 365, or Office 365, is a line of subscription services in the Microsoft Office product line, such as Word, Excel, Outlook, Calendar and PowerPoint. Users can access Office 365 applications on their desktop computer or by signing to the Office 365 portal via the internet.

### **Microsoft Identity**

Sign in details or user credentials, such as username or email address that has been associated with a Microsoft account.

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## N

### **Nominated contact (person)**

Person(s) from the Defendant or Plaintiff party/firm that has been nominated to receive Court correspondences, such as scheduling hearing details and Virtual Hearing link. They may also be responsible for notifying their party's participants of the upcoming Virtual Hearing.

## O

### **Online court calendar**

A calendar hosted online, used by the Court to schedule hearings.

## P

### **Paralegal Support channel**

A discussion channel in the Teams application which only legal counsel (attorneys, lawyers, paralegals and their assistants) have access to. Click the Paralegal Support channel on the left, then use either the *Start a new conversation* chat feature or the *Meet now* video conference feature to invite participants and start or join discussions.

### **Participants Registration Form**

A web-based form used to provide details of participants and register them for an upcoming hearing.

### **Participant role**

The role of the participant will determine their permission level, and what they will be able to see and access (e.g. channels) during the Virtual Hearing. The role of Counsel, Client, Witness or Paralegal Support can be selected during the registration process. The role of the Judge and Court staff will be automatically determined by the Court without the need to register.

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**Party**

A reference to people or entities involved in lawsuits, or other legal proceedings, who have interest in the outcome. Parties include plaintiff, defendant, petitioner, respondent, cross-complainant, or cross-defendant.

**Party nominated contact**

Person(s) from the Defendant or Plaintiff party/firm (or the self-represented litigant), that has been nominated to receive Court correspondences, such as scheduling hearing details and Virtual Hearing link. They may also be responsible for notifying their party's participants of the upcoming Virtual Hearing.

**Pin/unpin**

During a video conference, hover over a participant or right click on their image and select "Pin" to keep them in your gallery view, or "Unpin" to hide them from your view.

**Plaintiff**

A party who brings a case against another in a court of law.

**Presenter (role)**

Participants in a Team meeting can have one of two roles - Attendee or Presenter. Presenters have full access and can share content, take control, mute or remove other participants, and admit people waiting in the lobby. Participants are Attendees until the meeting organizer makes them a Presenter.

**Profile settings**

In the top right corner, change app settings, change your pic, or sign out.

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## R

### **Registration Confirmation email**

This is the first email that registered participants will receive immediately after they have been registered for an upcoming hearing. It contains hearing details and information to prepare for the hearing.

### **Registration Portal**

A gateway to the registration form used by party nominated contacts to register their hearing participants.

### **Registration Form**

A web-based form used by party nominated contacts to complete details of participants to register them for an upcoming hearing.

### **Review permissions window**

When users sign in to the Virtual Justice environment for the first time, they will need to

review and accept permissions for the platform to sign them in and read their name, email address, and photo. This is for identification purposes. The next time participants sign in with the same credentials, they will not have to accept the permissions again.

## S

### **Self-represented litigant**

An individual who represents himself or herself in a dispute proceeding before Court.

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## I

### **Teams**

Microsoft Teams, or simply Teams, is a unified communication and collaboration platform that combines chat, video meetings, file storage, and application integration. It is a collection of people, conversations, files, and tools—all in one place.

### **Tenant (environment)**

A collection of elements, factors, conditions, tools, services, software applications and supporting infrastructure surrounding a technical solution, which serves one or multiple customers. Each Judiciary may have its own environment; as such, after signing into the Teams application, click the drop-down in the top right corner and change between the Virtual Justice environment and another environment you may belong to.

## U

## V

### **Verification code**

A numeric or alpha-numeric code usually sent via email or text message as a security protection method that may be used by web-form owners to prevent internet robots from abusing and spamming their sites.

### **Virtual Hearing**

The hearing or proceeding held in a virtual/digital (non-physical) court environment.

### **Virtual Hearing invitation email**

This is the email that registered participants will receive 24 hours prior to the hearing. It contains a link to access to the Virtual Hearing environment.

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## **Virtual Court Proceeding Registration Portal**

A web-based form used by party nominated contacts to complete details of their participants to register them for an upcoming hearing.

## **Virtual Justice**

The name of the platform developed by For The Record which comprises a collection of applications, tools and services that allow Court proceedings (Virtual Hearings) to be conducted virtually in an online environment.

## **Virtual Justice email address**

This is the email address associated with registered participants. Email notifications are sent to this address and used to access the Virtual Justice environment.

## W

### **Web browser**

A web browser, browser, or Internet browser is a software application for accessing information on the World Wide Web. When a user requests a web page from a particular website, the web browser retrieves the necessary content from a web server and then displays the page on a screen.

### **Witness Lobby channel**

A discussion channel in the Teams application where witnesses wait for a request to join the hearing. When the request pop-up appears in the Witness' screen, they will need to click 'Accept' to join the Virtual Hearing.

## X

## Y

## Z

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