

COURTROOM TECHNOLOGY MANUAL

FOR

ATTORNEYS

IN THE

ALFRED A. ARRAJ UNITED STATES COURTHOUSE

FEBRUARY, 2016

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Evidence Presentation

Evidence presentation is available in all courtrooms assigned to a district judge. In courtrooms 601 through 1002 (6th through 10th floors), and the Ceremonial Courtroom, there are 17" video monitors located at the bench, counsel tables, witness stand, and jury box. The monitors at both the witness stand and evidence presentation cart are touch sensitive annotation monitors in which the witness and counsel may electronically annotate the evidence. The image of the document or exhibit can be annotated with no harm being done to the original. With the exception of the Ceremonial Courtroom (C201) and Courtroom 702, all evidence presentation will be achieved using a VGA connection, which may require a VGA adapter depending on your device. Courtrooms 702 and the Ceremonial Courtroom are equipped with built-in VGA, HDMI, and DVI inputs.

Two shared portable systems (one for each floor) are used in courtrooms 401 through 502 (4th and 5th floors), which are magistrate courtrooms. The shared systems include the evidence presentation cart, video presenter, and monitors. The jury boxes do not have individual 15" monitors. The jury will view the evidence on 42" or 50" plasma monitors.

The evidence presentation system consists of the following:

Evidence presentation cart



(Entire rolling Evidence Presentation Cart – note workspace on either side of the document camera)

The evidence presentation cart is located next to the lectern. On the top of the cart is the video presenter or document camera. The presenter can be used to display

hard copy paper evidence, X-rays, photographs, slides, negative transparencies, maps, and charts.



HDMI, VGA, and audio input jacks are available. The VGA/HDMI inputs allow an attorney to display images such as scanned documents or photographs from a laptop computer to all monitors. The audio input jack allows the playback of recorded material through the courtroom sound system.



(VGA is on the left, HDMI is on the right.)

Counsel Tables

The front and rear counsel tables have jacks for VGA video (laptop input), and audio. The jacks are located in the center trough of the tables. Power is also located in the trough.



Both the judge and courtroom deputy have control panels to manage the various systems in the courtroom. During evidence presentation the monitors for the jury and gallery are turned to a black display until the evidence is accepted by the Court. Please check with the courtroom deputy for the proper protocol to use for displaying evidence to the jury.

Video Conferencing

All courtrooms have video conferencing capabilities. Nine courtrooms have permanent installations where cameras are mounted in the wall, and displayed on the evidence monitors. The other courtrooms are serviced by a portable roll-about system which displays the video on one large monitor. Please contact the courtroom deputy to request a video conference.

Voice Reinforcement

Each courtroom has a voice reinforcement system with microphones at the bench, counsel tables, witness stand, jury box, and lectern. The counsel table microphones have a mute button that when pressed and held turn off the microphones. Attorneys are encouraged to press the mute button for confidential conversations. Microphones at the

lectern and witness stand cannot be muted. When a side bar conference is held, a masking noise will be heard throughout the courtroom to provide confidentiality.

Telephone Conferencing

Each courtroom is equipped with a telephone conferencing system which is integrated into the voice reinforcement system. The courtroom deputy can provide details on using the telephone conferencing system.

Assisted listening and second language translation

Each courtroom has an assisted listening system for parties who are hearing impaired. The proceedings are heard through wireless headphones with adjustable volume. The same headphones can be used for second language translation in criminal matters.



Realtime Court Reporting

Realtime court reporting is available at all counsel tables, evidence presentation cart, and witness stand. To request the use of realtime court reporting, please contact the court reporter.

The realtime system can also be used for a party who is hearing impaired. Please contact the courtroom deputy and court reporter, if needed.

Operation of Courtroom Equipment

Video Presenter

The document camera is located at the evidence presentation cart. Below is a summary of the controls/buttons most likely to be used (each document camera differs slightly from others; the following are commonly found on most cameras):

Lamp. Use this button to control the upper or lower lamp.

INT/EXT. Use this to select internal (video presenters) or external image (laptop computer). To use laptop computer from the evidence presentation cart see below.

Nega/Posi. Press this button to view negative film.

Mode. Use this to select the correct resolution which is XGA (1024 x 768). (should already be set)

Zoom. Use this to control the size of an object projected on the screen.

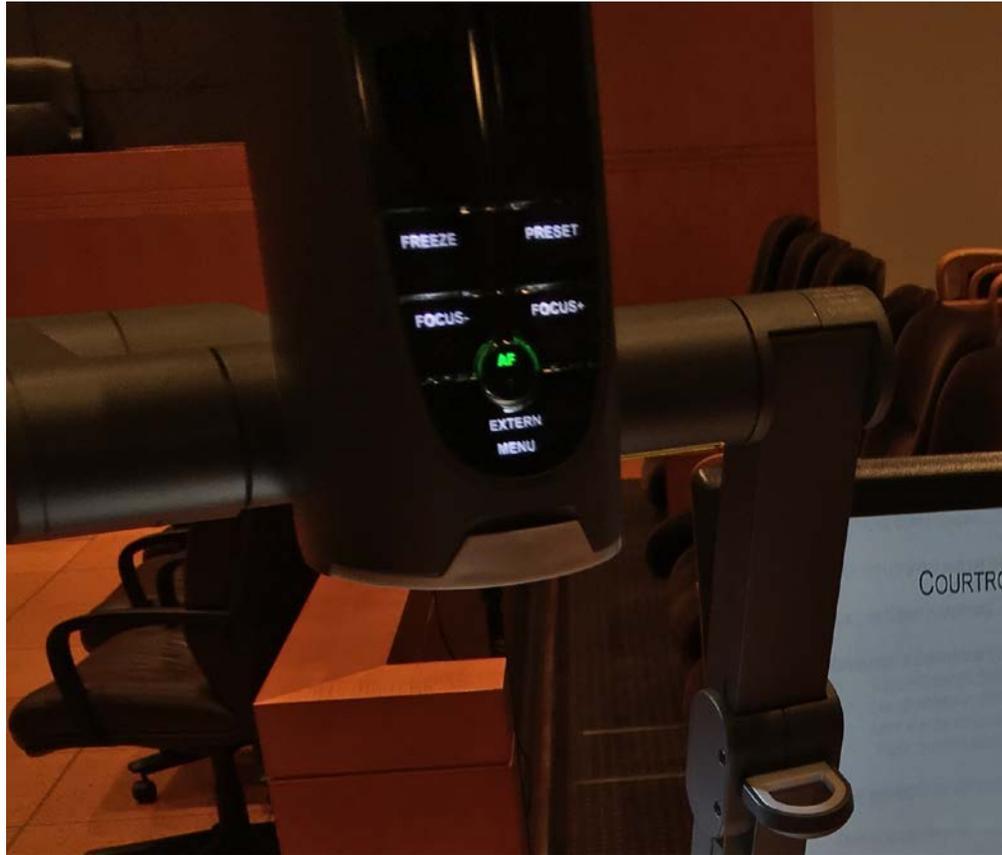
AF/Focus. Use this to adjust the focus. The video presenter will default to auto-focus.

Control key. These buttons will move the image up and down, and left and right.

FULL/SCROLL. Full: use this to display the whole image. Scroll: use this to display only a part of the image.



(Above: standard Document Camera controls, for Courtrooms 601 through 1002)



(Another Document Camera (found in Courtroom C201))

Laptop hookup at evidence presentation cart

A laptop computer may be connected to the evidence presentation system at the evidence presentation cart. Follow these steps:

1. Connect video cable from video presenter to video output port on laptop.
2. On the video presenter, press the **INT/EXT** button. This will switch the input source from the video presenter which is considered the internal device, to the laptop which is considered the external device. The mode should be set to **XGA** on the video presenter.
3. On the laptop press the appropriate key combinations to redirect the video output to the VGA port. Usually a numbered function key on the top row of the keyboard and the function or FN key on the bottom row of the keyboard

will redirect the signal. NOTE: Each computer manufacturer has a different keystroke combination to direct the video signal to the video output port. Also, by toggling through the key combination you can display the video image simultaneously on the laptop and evidence presentation system.

4. If you wish to use the video presenter as your presentation source, press the **INT/EXT** button to bring up the video presenter.

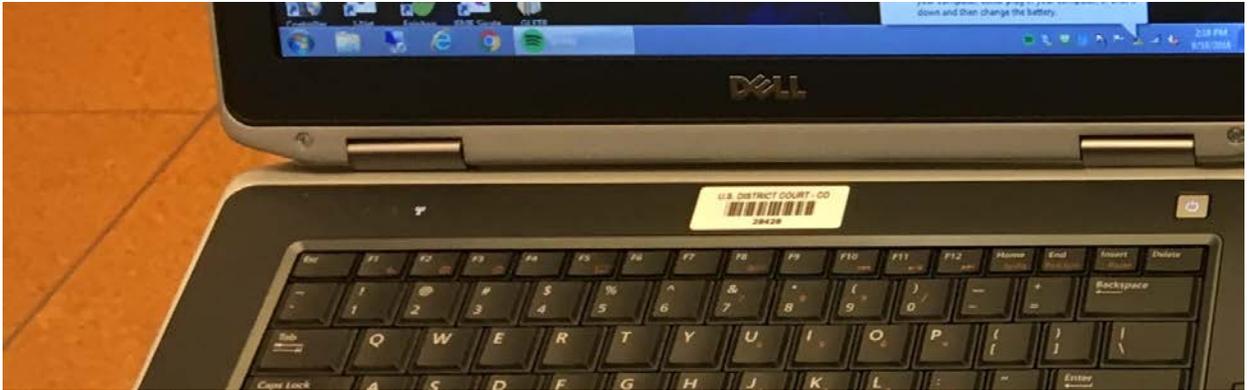
A power strip is located in the rear of the evidence cart for powering your laptop. Your power cord may be fed through the grommet on top of the cart. The video display settings on the laptop should be set to 1024 x 768 @ 60 Hz.

Laptop jacks at counsel tables



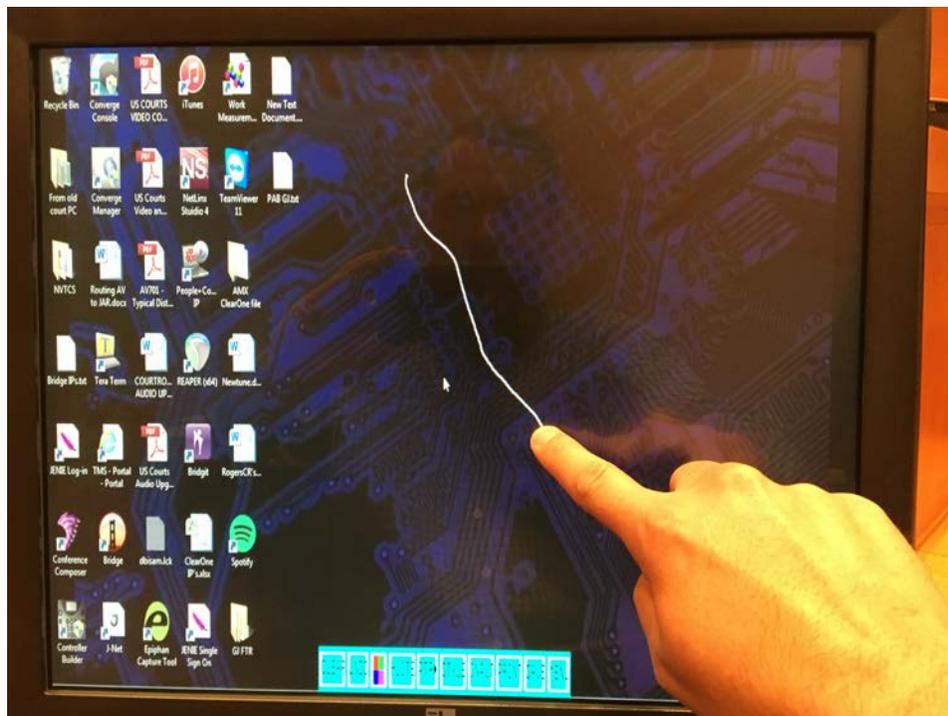
(Laptop jacks for courtrooms 601 through 1002 on the left, and 401 through 502 on the right.)

All counsel tables have laptop jacks in the trough of the table. Connect the VGA cable from the CPU input jack in the counsel table to the video output port on laptop. Press the appropriate combination of keys on the laptop to send the video signal to the evidence system *[usually a combination of FUNCTION and F7 or F8]*.



NOTE: Each computer manufacturer has a different keystroke combination to direct the video signal to the video output port. Also, by toggling through the key combination you can display the video image simultaneously on the laptop and evidence presentation system. The video display settings on the laptop should be set to 1024 x 768 @ 60 Hz.

Touch sensitive annotation monitors at witness stand and evidence cart



Touch sensitive annotation monitors are located at the witness stand and evidence cart. Annotations will appear on all monitors in the courtroom. Use the provided stylus or hold and slide your finger against the monitor to draw lines. An arrow will appear if you lightly tap the monitor. The line you draw will overwrite the

image being presented and not highlight it. The functions of the monitors are controlled by tapping the corners of the screen. The controls include:

- Change the color of the annotation.
- Remove the last line or arrow from the screen.
- Erase all annotations.

Trial presentation software

All commercial off-the-shelf trial presentation software has been found to be compatible with the courtroom systems. Please note that the computer used to present the evidence must have the video resolution set to 1024 x 768 at 60 Hz.

Contacts and training

We encourage attorneys to test the evidence presentation systems with the exact equipment and evidence they will use in hearings. We will train you on the system and answer any question you may have.

Please contact the courtroom deputy to arrange a time for and training and testing.