COURTROOM TECHNOLOGY MANUAL

FOR

ATTORNEYS

IN THE

BYRON G. ROGERS UNITED STATES

COURTHOUSE

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EVIDENCE PRESENTATION 1
EVIDENCE PRESENTATION CART 1
AUDIO INPUTS 2
COUNSEL TABLES 3

VIDEO CONFERENCING 3

VOICE REINFORCEMENT 3

TELEPHONE CONFERENCING 4

ASSISTED LISTENING AND SECOND LANGUAGE TRANSLATION 4

REALTIME COURT REPORTING 4

OPERATION OF COURTROOM EQUIPMENT 5
VIDEO PRESENTER, WOLFVISION VZ-9.4F 5
LAPTOP HOOKUP AT EVIDENCE PRESENTATION CART 5
LAPTOP JACKS AT COUNSEL TABLES 6
TOUCH SENSITIVE ANNOTATION MONITORS AT WITNESS STAND AND EVIDENCE CART 7

TRIAL PRESENTATION SOFTWARE 7

CONTACTS AND TRAINING 8

Evidence Presentation

Evidence presentation is available in all courtrooms. There are 22” high definition video monitors located at the bench, counsel tables, and witness stand. 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. The jury box does not have individual 15" monitors. The jury will view the evidence on two 60" high definition monitors. The gallery may also view the evidence on one 60" high definition monitor. All Rogers courtrooms are equipped with built-in HDMI and VGA inputs.

The evidence presentation system consists of the following:

Evidence presentation cart

(Entire rolling Evidence Presentation Cart – note workspace to the left of the document camera)

The evidence presentation cart is part of the lectern. On the right side 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 HDMI and VGA laptop inputs 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. Rogers courtrooms have permanent installations where cameras are mounted on the wall and displayed on the evidence monitors. 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.

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.

Standard Document Camera controls for Rogers courtrooms

1. Connect video cable from video presenter to video output port on laptop.

2. On the video presenter, press the **EXTERN** button. This button will switch the input source from the video presenter which is considered the internal device, to the laptop which is considered the external device.

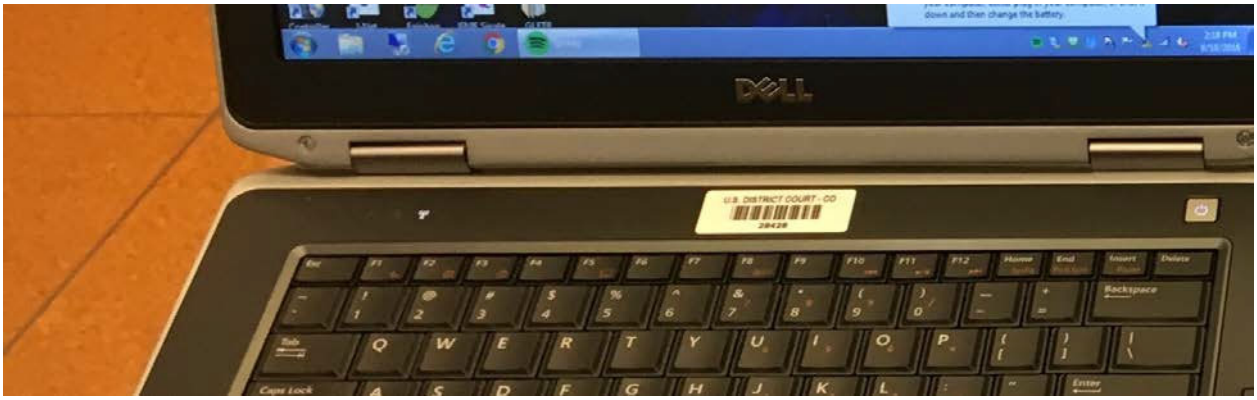
3. On the laptop press the appropriate key combinations to redirect the video output to the HDMI port. Usually a numbered function key on the top row of the keyboard and the function or FN key on the bottom row of the keyboard will redirect the signal. NOTE: Each computer manufacturer has a different 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

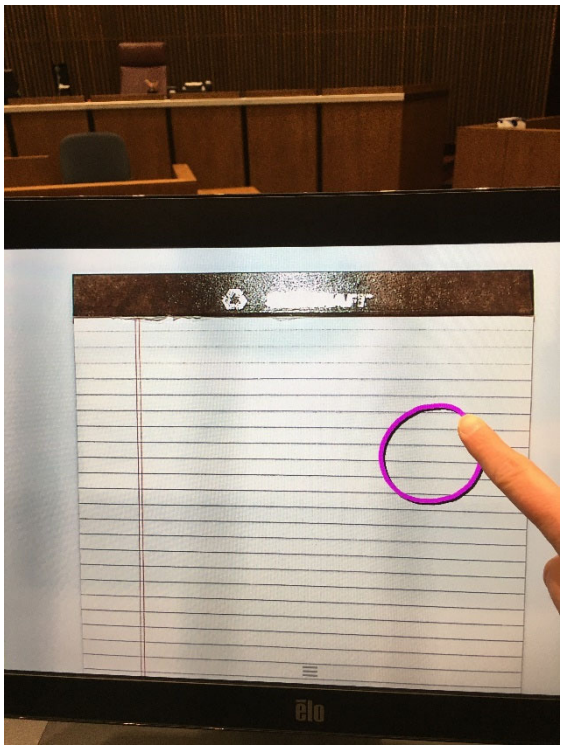
the **EXTERN** button to bring up the video presenter.

Laptop jacks at counsel tables

All counsel tables have laptop jacks in the trough of the table. Connect the HDMI or VGA cable from the CPU input jack in the counsel table to the video output port on the 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].*



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.

<u>Trial presentation software</u>

All commercial off-the-shelf trial presentation software has been found to be compatible with the courtroom systems.

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 questions you may have.

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